

 <p>كلية التطبيقات الصناعية College of App. Ind. Tech. (CAIT)</p>	CAIT FORM	
	First Check List to Confirm Meeting with the Advisor and Understanding of Orientation Information, specially new enrolled students	JU39-04-04-06/02
	قائمة التحقق من مقابلة المرشد الأكاديمي وفهم معلومات التوجيه، خاصة الطلاب الجدد	

Date:

First Checklist Form to Confirm Meeting with the Advisor and Understanding of Orientation Information, Specially for New Enrolled Studentsⁱ

Student Name:	Student ID:
----------------------	-------	--------------------	-------

<u>Name of Academic Advisor</u>

- knows the location of the advisor's office, email and office hours
- knows his schedule and the location of the classrooms and labs
- knows the job of registrar and policy of Adding/Dropping courses
- has a copy of student orientation pack or presentation
- Disciplinary Committee – Hearing
- understand the attendance policy (more than 25% denial) – Not sit the final exam
- Late twice = Absent No Excuses (Excuses are included in the 25%)
- No absence means on the hour Late students are allowed to attend
- Warning of denial (10%, 20%)
- understand the Student Discipline Policy and process (outfit, classroom behavior, cheating, safety, haircut, etc)
- Role of Survey (CES, SES, PES)
- understand the Grade Policy (60% is passing grade, 95% A+, etc) and Grade Appeals
- understand the chain of communication in CAIT. The student should first discuss his issue with his instructor, then coordinator, then HoD, etc.
- understand the Study Plan (Academic Programs) and number of Credit Hours for graduation
- understand the importance of taking COOP in the first summer after selecting major
- understand where to find the form of exceptional case

<u>Student Signature</u>

ⁱ The student should sign the checklist. The signed copy should be filed and given to the Coordinator of Academic Advising Unit.