



# ADVISORY COMMITTEE MANUAL

Faculty of Applied Medical Sciences

Medical Laboratory Technology

University of Tabuk

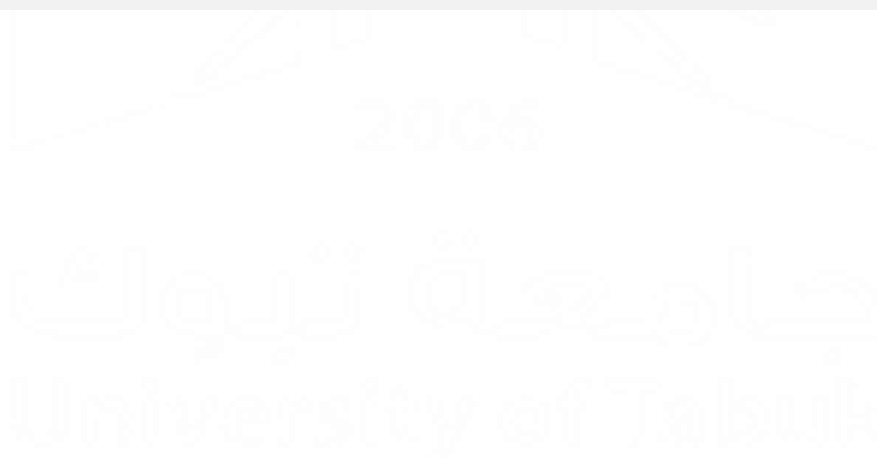


## **ADVISORY COMMITTEE MANUAL**

**Faculty of Applied Medical Sciences**

**Medical Laboratory Technology**

**University of Tabuk**



## MESSAGE FROM THE DEAN

The Advisory Committee Manual is a product of the continuous effort of the Department of Medical Laboratory Technology, Faculty of Applied Medical Science in its commitment and dedication to uphold excellence in its academic undertakings. This manual aims to extend academic services to the students beyond the four walls of the classroom.

The rigors of the academic advising process are fully elucidated that will maximize the role of the academic advisors. Thus, this will assist them in exercising their duties effectively and efficiently.

It is my fervent hope that through this academic endeavor, it will help us achieve our goals and objectives towards “quality education.”

I commend the efforts of the academic staff behind the publication of the first Advisory Committee Manual. May your efforts reap success for your department in particular and for the Faculty of Applied Medical Science in general.

FAMS, Dean

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## BACKGROUND

Academic Advising system imposes duties on both ends of the educational process, the educational institution and the student. These obligations are reflected in the overall system, which includes regulation, administrative, technical and academics governing the activity of the educational process and its outcome. Unique academic guidance has a vital role, which works to transfer the public image of the life of the university and to clarify the various dimensions of this image to the student.

In line with this approach, attention is centered on the student as a key component in the educational process. Through effective management, it seeks to find effective approaches in dealing with the components of the educational process with its various dimensions.

The university always works on the guidance of the students. It functions to follow up and evaluate the achievements of the students to help in the detection and identification of the obstacles facing them, through a specialized unit. This unit shall perform the functions of the various components of guidance efficiently and effectively to reach a balance of psychological and social components of the educational process.

Since the success of the educational process would depend on the response and interaction of the student in the university environment, it is a must that this guidance unit be available to him. This will maximize student's capabilities in terms of creativity and innovation in the educational environment. This is an important ingredient for university students in the effective integration towards the educational process which eventually will be useful in their study of specialization. Student's sense of security is reinforced through his understanding of the rules and regulations as well as familiarity with the plan of study. Social conditions for success are influenced by proper registration procedures and convenient communication channels. Through these activities, a student becomes socially active in the university environment.

## CONCEPT OF ACADEMIC GUIDANCE

Academic Advising is an essential pillar and has a pivotal role in the educational system. Aside from being responsive to the educational needs of the students, its objective is to meet the response variables of social, economic and humanitarian aspects of education.

The Academic Advising in the Axial Extension Process:

The educational institution enhances the role of the academic advisor specialist who works in unity with the academic guidance throughout the academic year. The integrated process of academic guidance is to understand all the parties concerned in the guidance process. It is intended to guide the student to the most appropriate way to choose the best ways to achieve the desired success and adapt to the university environment.

This goal is achieved by providing students with diverse academic achievement and discusses scientific ambitions. It also includes educating students of the regulations and laws of the university, through the extension services variety of academic programs and individual counseling and different consultation services.

In addition, Academic Advising helps students to develop their goals and make appropriate decisions regarding their future academic and professional endeavors by making maximum use of all available means.

Academic Advising works constantly to simplify and facilitate the administrative procedures in order to provide the best services for the good of the student. This is achieved by adhering to quality standards exercised by the college in the light of its investment in educational projects, intellectual and scientific research.



## PHILOSOPHY OF ACADEMIC ADVISING

The philosophy of academic guidance is based on the social, economic, cultural, humanitarian and cognitive aspects of education. It is looking forward to achieving characteristics of these concerns with flexibility, adaptability and selectivity in the face of the individual needs. It is focused on ensuring the success of the educational process and achieves the best output of a scientific student by helping him choose the best alternatives in each semester according to the study plan and academic progress of the school. This reconciles between student academic needs, environmental and personal circumstances.

## ACADEMIC ADVISING AXES

The Axes of Academic Advising in:

### 1. Student

A student is considered the center of the academic process. The academic guidance is organized and directed to enhance student's knowledge regarding the systems and regulations of the university. Individual differences among students towards awareness of the rules and regulations pose many academic problems. This is due to the ignorant system and the lack of effectiveness of academic advising system.

## 2. The Educational Institution

### A. Academic advisor

The role of a leader is to help students make good decisions that will help him in his career. The success of the college and the department is defined by having effective and efficient academic advisors. Each college has a number of new students and they are given to academic advisor who may not be familiar with the rules and regulations of the university, not to mention the distribution of a large number of students per guide and mentor, who are busy teaching other tasks. This makes the leader unable to perform the guidance cycle effectively and efficiently.

## B. Admission

The role of Admission in registration of courses for students is based on the academic advisor's signature on the registration forms. It also functions to follow-up student's academic record.

## C. College (Scientific section)

It is the entity that issued the study plans for each specialty. It sets the academic counselors for each number of students according to the number of students admitted in each discipline.

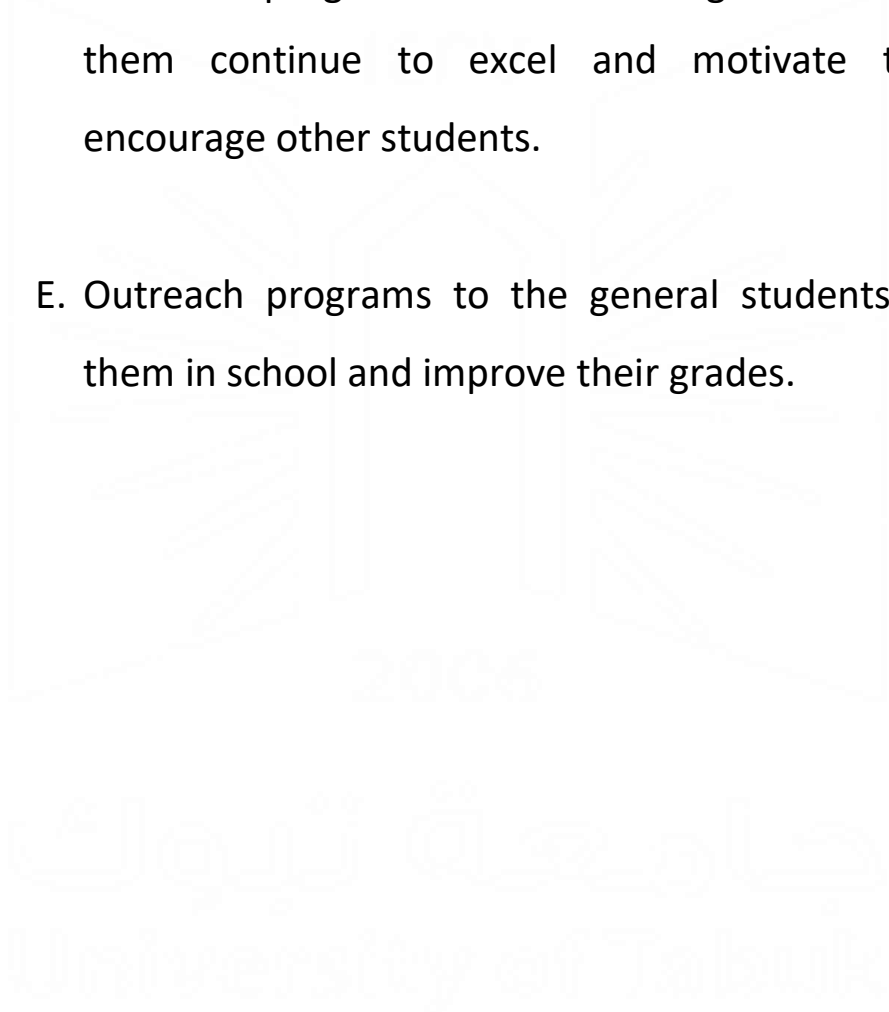
## ACADEMIC ADVISING PROGRAMS

### 1. Academic Advising Programs

The extension programs in academics areas follow:

- A. Orientation programs for new students that will introduce them to the system, the field of study and encourage them to achieve, which is necessary to cope with the university study. Moreover, students are informed of their rights and duties.
- B. Outreach programs for students with special needs during their university stay. These work to help special students achieve the highest degree of psychological adjustment, social and academic achievement within their abilities. They study students' problems and work to resolve them. In addition, they provide training opportunities for them according to its scope and needs.

- C. Outreach programs for delinquent students to assist them in overcoming the errors and achieve the desired success. They help them overcome the obstacles when they face problems.
  
- D. Outreach programs for outstanding students to help them continue to excel and motivate them to encourage other students.
  
- E. Outreach programs to the general students to help them in school and improve their grades.



## 2. Skills in Academic Advising

The successful leader is able to communicate effectively with students by determining their needs. He should attentively listen to them, understand them and care about them. He does not attack them or make fun of them, but works with them. He helps them plan their study, maximizing students' potential and confidence in their abilities. Only through these, the students will be able to take into their own hands and deal with the obstacles accordingly during their studies. At this juncture, we can identify some of the skills that should be available to the academic advisor in order to contribute to achieving the goals set for him. These skills are as follows:

### A. Driving skill

This skill comprises a positive relationship with the students to influence him and help him move towards achieving the targets set.



## B. The skill of empathy

This skill refers to how students express their feelings and emotions and their understanding of the formation of a good relationship with them. This helps them to accept advice and guidance.

## C. Planning skills

This refers to the ability of the academic advisor to set goals and turn them into achievable actions. For example, helping the student to choose a specialization appropriate for achieving the objectives for its long future academic career, or help in the preparation of a plan.

## D. The Skill of the Organization

It is the ability of the academic advisor to organize work and counseling. It monitors students by organizing students' files.



### E. Listening Skills

It is important to be a good listener. Academic advisor recognizes students' opinions, ideas, suggestions, and the problems they face. This enhances their self-confidence and strengthens the relationship between the leader and students. With this, a leader can lend a helping hand to them.

### F. The Skill of Making Decisions and Solving Problems

This skill needs the academic advisor to listen to the views of students and dialogue with them to identify the problems they are facing. They learn how to identify the problem and develop proposals to solve them. This helps them to make the right decisions.

## G. Skill of Collective Guidance

This skill specializes in dealing with a group of students involved in ignorance of the rules, underachievement, absenteeism etc. It deals with the problem collectively and saves time to achieve other goals. It includes engaging students in solving their problems, accessing to the results and making the right decisions. They are divided into groups so that they recognize the problem and debate the causes and the consequences. They make solutions to deal with it and take appropriate decisions for treatment.

## H. Skill Management and Investment of Time :

It is an important skill, which include scheduling and coordinating with the advising and guidance job. It determines the timeline for the work of the guide, which includes dates of registration, scheduling and organizing office hours for students to meet with their leader.

### 3. Administrative Functions of the Academic Advisor

#### A. Delete and add courses

Guides students to the distribution model of courses. Students who wish to make modifications to the original choices are guided.

#### B. Apologies for the Exam

Guides students in signing the form if they wish to apologize for entering the examination course.

#### C. Absence of the students

Recording students 'absences is considered as one of the tasks of a professor. The College policy states that a student is denied to attend the final examination the case of 25% absence.

## 4. Tasks Requirements For A Successful Guidance

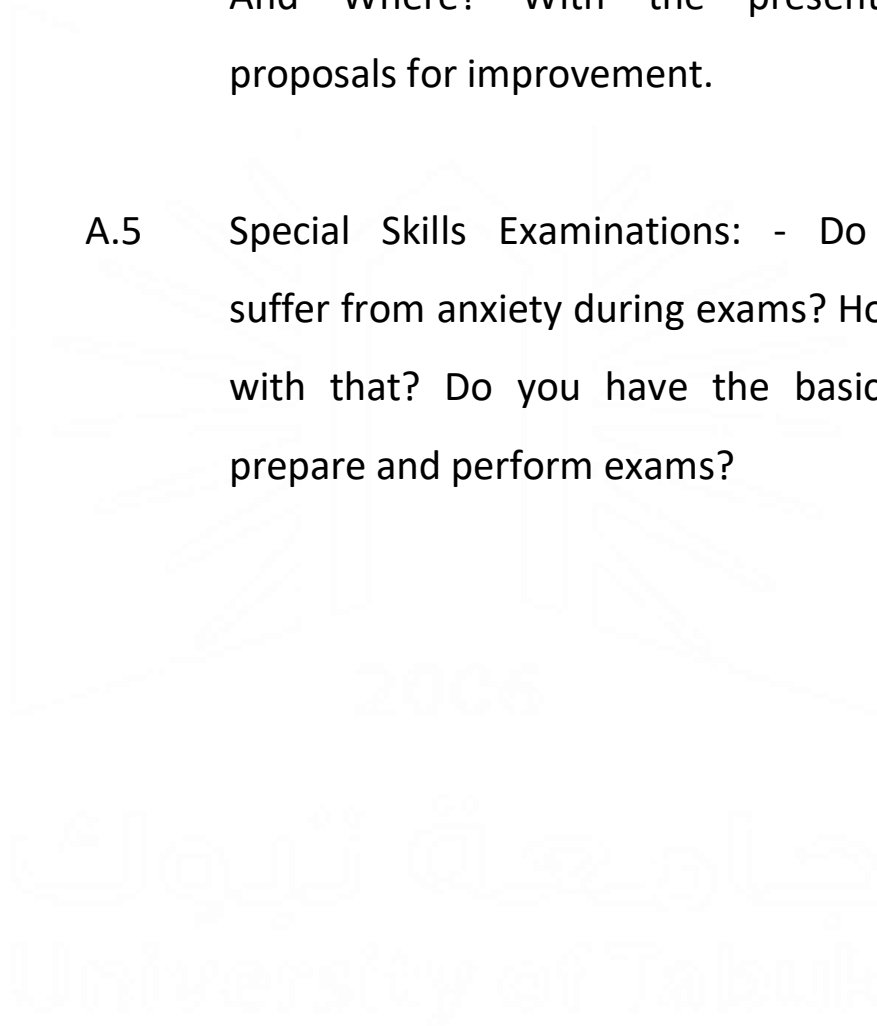
### A. Problem Solving

Academic advisor can lend a helping hand to students who are facing difficulties. Causes of the problems are identified and appropriate solutions are proposed.

These problems are as follows:

- A.1 Management Decision –It answers questions like: Which part of the curriculum requires the most attention? How should students spend time studying the course? Do you organize review for their lessons?
- A.2 Time Management: Are students aware of the time required by the study? Are you wasting their time? What are their priorities? How do you distribute time corresponding to their courses?

- A.3 The Relationship Between Faculty Members and Students: - Are students facing difficulties of the lesson material or the teacher?
- A.4 Skills and Study Habits: -? And how and when? And Where? With the presentation of proposals for improvement.
- A.5 Special Skills Examinations: - Do students suffer from anxiety during exams? How to deal with that? Do you have the basic skills to prepare and perform exams?



## B. Optional Material Selection

Identify the material on student electives appropriate to his abilities.

## C. Non-academic Problems that hinder Student's Performance

### C.1 Guidance

The advisor should guide in a way that helps the student analyze his situation. Guidance on the appropriate steps should be followed in the face of problems before these will affect his studies. At times, problems greatly influence the student that leads to failure in the subject. The student becomes immersed in the situation and challenges of mental, social or physical anxieties come in. Here, we must direct them to the second level of counseling, a counseling specialist who will help the student in his psychological, social and medical conditions.

## C.2 Encouragement

A few words of encouragement to improve the level of the student and the problems they face , which may lead to frustration or hinder academic performance when left unattended.

## C.3 Job-related decisions

Guide student participation in thinking of career opportunities available to college graduates in coordination with the relevant authorities, as well as to encourage outstanding students to complete their higher studies.

## 5. Duties of Academic Advisor in Social and Psychological Counseling

1. Continuously supervise the student academically.
  - a. Emphasize to the student that the interview guides the psycho-social process of the individual and does not mean that he is mentally ill. Further, this will assure him regarding the privacy and confidentiality of the subject.
  - b. Guide to provide brief psychological and social information on the status of the student.
  - c. Maintain the maximum degree of secrecy in the organization of the session's guidance. Remain; persist keep stay



## 6. Groups Benefiting from the Extension Services

A. Student groups benefiting from the extension services. Students enrolled in the department of all categories and levels of study.

B. How to Get Extension Services: -

B.1 Connect academic counseling or attendance to the headquarters of the unit to the service requested.

B.2 Filling out some forms necessary to open a file for the student/students before seeing the academic advisor.

B.3 Conduct an initial interview by consulting with the academic advisor at the headquarters of the unit to determine the type of service appropriate to the student / students.

C. Procedures for Providing Extension Services:

C.1 Every student has the right to get all the services provided by the extension module.

C.2 Treat all files and information confidentially. The student has the right to see all the procedures of service and guidance to him and expect him to cooperate with the extension module to provide appropriate information that requires this service.



## 7. Terminologies Used in the Academic Advising

*School year:* Two classes and co summer term, if any.

*Semester:* A period of time not less than fifteen weeks studying on a range of courses, not including Fterta registration and final tests.

*Summer semester:* A period of time not exceeding eight weeks, not including the registration period and final exams.

*Study Level:* It indicates level of study, and the number of levels required for graduation levels of eight or more, according to the plans of approved study.

**Course:** A module to track the level within a specific study plan approved in each discipline (program). Each decision number and code name with a detailed description of vocabulary sets it apart in terms of content and level of other decisions. A special file is maintained by the department for the purpose of monitoring, evaluating and developing requirement of the courses.

**Module:** Lecture theory with weekly duration of not less than fifty minutes, or lesson in the clinical term of not less than fifty minutes, or practical lesson or field term of not less than one hundred minutes.

**Academic Warning:** Notice that directs the student due to lower cumulative GPA than the minimum set out in these regulations.

*Quarterly Business Degree:* The degree granted to works that shows student achievement during the semester of tests, research and educational activities related to the academic decision.

*The Final Test:* A test in decision held once at the end of the semester.

*Degree final test:* The degree obtained by the student in each course in the final test for the semester.

*Final Grade:* Total quarterly business degrees plus degree final test for each course.



*Evaluation:* Description of the percentage or alphabetical symbol of the final grade obtained by the student in any decision.

*Record Mode:* Shows the courses studied by students and sequence of chapters and evaluations achieved by these decisions, as shown in the detection and cumulative GPA in each semester, see Appendix (1).

*Evaluation is Incomplete:* Temporary estimate made for each course the student is unable to complete the requirements in a timely manner, and symbolizes his academic record in the letter (I) or (IC).

*Continuous Evaluation:* Evaluation for each decision made to temporarily require more study of the nature of the semester to complete, and has the symbol (M) or (IP).

*Semestral Score:* It is calculated by dividing the total points earned by the student on the total units of assessments for all courses studied in any semester. (See Appendix 2)

*Final Score:* It is calculated by dividing the total points earned by students in all courses studied since joining the university on the total units planned for those decisions, see Appendix (2).

*Overall Rating:* It is described as the level of educational attainment of the student during the period of study at the university.

*Minimum Course load:* The minimum number of credits that should be recorded on the student in proportion to the cumulative average as determined by the University Council.

**University ID:** The number indicating the academic year and semester when the student joins for studying the university as well as the serial number of the students in that year.

**Study Plan:** All courses taught to the student to be able to get a degree in a particular specialty.

**University Requirements:** Group subjects, which recognize what the university taught to all students. The materials are consistent with the goals of the university.

**College Requirements:** A group of subjects studied by all students of the college on different specialties in order to provide a basic foundation of culture and information to them.



*Major Requirements:* A group of subjects that belong to one specialty and with unique students per specialization in college.

*Academic Advisor:* Is a faculty member chosen by the academic department in the college. The student is guided in the process of recording the decisions for each semester, from the time he entered the university up to graduation.

*Deletion and Addition:* The deletion and addition of subjects due to changes in decisions which take place during the first week of the semester.

## **8. Records Provided by the Department for the Academic Advisor**

1. Registration Form - See Appendix (3)  
Record the courses studied by the student and signed by the student and academic advisor.
2. Deletion and Addition Form - See Annex (4)  
The record of courses required to withdraw from it, and signed by the student and academic advisor.
3. Withdrawal (Dropping) Form - See Appendix (5)  
The record of courses required to withdraw from it, and signed by the student and academic advisor.



4. Study Postponement Form- See Appendix (6)  
Writes down the request to postpone the study and the time period.
5. Academic Record- The courses of the university and college requirements and the requirements of specialization.
6. Guideway Card - See Appendix (7)  
Is a statement of the decisions that states the required courses the student has studied and has not been completed yet. It also includes a plan to register the student in the classroom sequence especially for students who failed to register in the system.

7. Registration Date - Is a course schedule for the student insertion in the university system and signed by the student and academic advisor announce declare.



8. Student's file - The academic advisor shall prepare a file for each student entrusted to him and guide them academically.

The file contains the following:

- 8.1 Data Student Form
- 8.2 List of courses leading to graduation and plan for student's registration for those courses in the succeeding classes.
- 8.3 Registration Form
- 8.4 A modern version of the student's academic record
- 8.5 Forms on Academic Advising – includes minutes of the meetings of student with the academic advisor - See Annex (8).

## **Procedural Steps to Achieve the Goals of Academic**

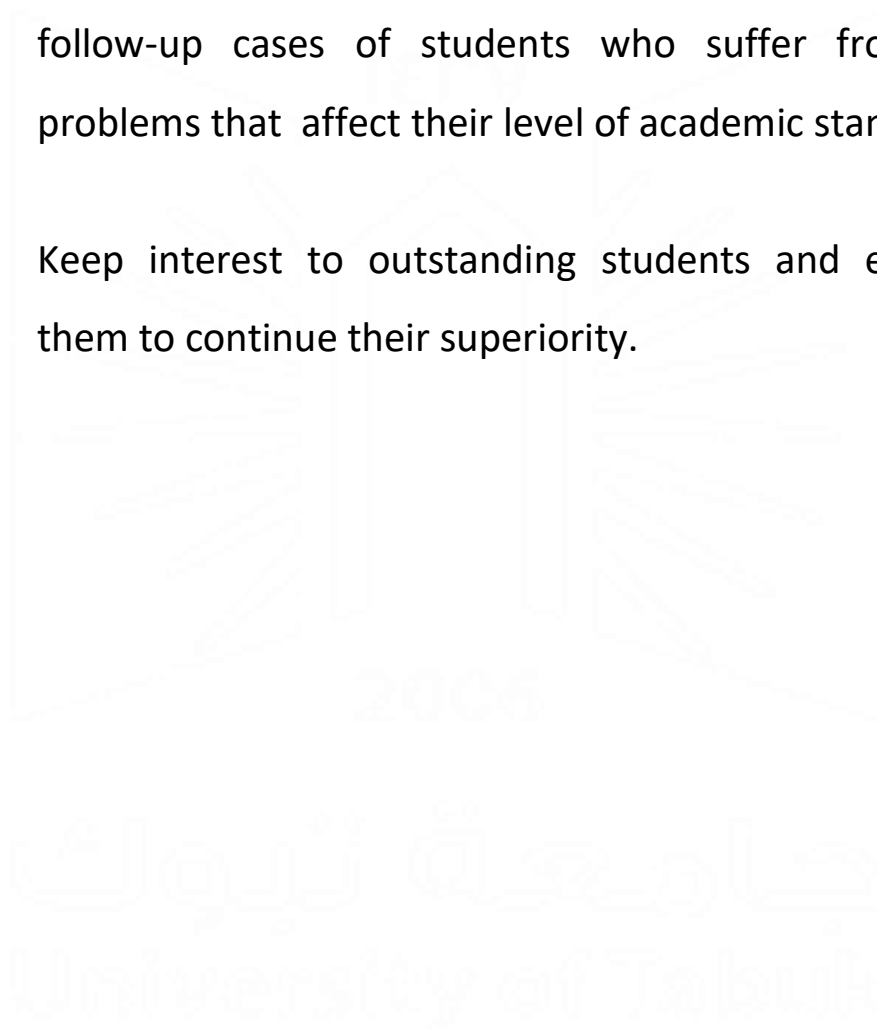
### **Advising:**

The Academic adviser should:

1. Introduces students to the emerging system of courses and study system;
2. Obtain a list of students assigned to him and guide them academically;
3. Meet with students on a regular basis and determines the deadline fixed for meeting with the students to discuss their problems;
4. Explain the role of the Leader of academic students;
5. Explain the system of credit hours for students and the need to recognize the student on how to record hours and choose courses according to the study plan;

6. Distribute tariff system leaves of the department and study all new changes in the systems and regulations of the college;
7. Emphasize on the need for the students to come and study regularly during the first week of classes;
8. Processed files to track student status and update files on an ongoing basis ;
9. Attend to the process of individual counseling and discuss the problems that a student cannot be discussed in front of a group of students, especially student's failure or problems in the curriculum ;
10. Develop a plan of study for students with accuracy;
11. Oversee the deletion process and add subjects/courses based on the decision of the student;
12. Carefully note the regular number of hours recorded for the student after deletions and additions have been done;

13. Carefully guide the student's registration to reduce the required hours in accordance with the evaluation process;
14. Coordinate with the administration of the college to follow-up cases of students who suffer from social problems that affect their level of academic standing; and
15. Keep interest to outstanding students and encourage them to continue their superiority.





## Attachment (1)

### Academic Record and Evaluation Symbols


#### Academic Record:

Is a statement of the progress of the student curriculum, and includes courses taught by each semester. It includes symbols and numbers and the number of units planned and evaluations obtained by the symbols and values of these evaluations, as shown in the recorded GPA and cumulative GPA. For a transferee, it has the statement of general evaluation in addition to the courses which will help him cope with the regular loads,



## Attachment (4)

## Form delete /add topics

 جامعة تبوك University of Tabuk		المملكة العربية السعودية وزارة التعليم العالي جامعة تبوك كلية العلوم التطبيقية قسم تقنية المعلومات الطبية				
استمارة حذف / إضافة مقررات Deletion and Addition of Courses						
		الرقم الجامعي ID	اسم الطالب Name			
		الفصل الدراسي/العام الجامعي Semester/Year	المستوى Level			
		المعدل التراكمي GPA	المعدل الفصلي Last Semester GPA			
رجاء إضافة/حذف المقررات التالية Courses to be deleted or added						
عدد الساعات No. of hours	مواعيد العملي Practical		عدد الساعات No. of hours	اسم المقرر Course Name	كود المقرر Course code	
	الساعة Time	اليوم Date				
						مقررات محذوف طلبها Deletion Courses
						مقررات مضافة Addition Courses
		اسم المرشد الاكاديمي Name of the advisor				اسم الطالب Name
		توقيع المرشد الاكاديمي Sign. of the advisor				توقيع الطالب Student sign.
						تاريخ Date
اعتماد مشرف القسم Approved of department supervisor			اعتماد رئيس لجنة الإرشاد الاكاديمي Approved of chairman of academic advising committee			





## Attachment (7)

## Card guide way

## Attachment (8-1)

## Model inviting students to meet with academic adviser

 <p>جامعة تبوك University of Tabuk</p>	<p>دعوة طالب للاجتماع مع المرشد الأكاديمي</p> <p>Invitation for the students to meet the academic advisor</p>		<p>المملكة العربية السعودية وزارة التعليم العالي جامعة تبوك كلية العلوم الصحية التطبيقية قسم تقنية المختبرات الطبية</p>
	<p>اسم الطالب Name</p> <p>المستوى Level</p> <p>المعدل الفصلي Last Semester GPA</p>		
	الرقم الجامعي ID		
	الفصل الدراسي/العام الجامعي Semester/year		
	المعدل التراكمي GPA		
<p>Students attend for interview academic advisor at the date specified in this model</p>		<p>على الطلاب الحضور لمقابلة المرشد الأكاديمي في الميعاد المحدد بهذا النموذج</p>	
	Date		اليوم/التاريخ
	Time		الوقت
	Place		المكان
<p>سبب المقابلة Reason for meeting</p>			
أخرى	الغياب	التسجيل	مراجعة التحصيل العلمي
Others	Absence	Registration	Review of educational attainment
	اسم المرشد الأكاديمي Name of the advisor		اسم الطالب Name
	توقيع المرشد الأكاديمي Sign. of the advisor		توقيع الطالب Student sign.
			حرد لي Date
<p>ملحوظة: إذا لم يتم تسليم نموذج الدعوة باليد ترسل صورة منه على الإيميل الجامعي للطالب</p> <p>If the student did not receive this invitation by hand, send it on his university email</p>			

## Attachment (8-2)

## Model meeting the academic advisor with student

الجامعة السورية العربية وزارة التعليم العالي جامعة تبوك مجلس تنمية المهارات العلمية قسم تنمية المهارات العلمية		اجتماع المرشد الأكاديمي مع طالب Meeting of academic advisor with the student	
اسم الطالب Name	الرقم الجامعي ID		
المستوى Level	الفصل الدراسي/العام الجامعي Semester/year		
المعدل العلمي Last Semester GPA	المعدل التراكمي GPA		
سبب المقابلة Reason for meeting			
مراجعة التحصيل العلمي Review of educational attainment	التسجيل Registration	الغياب Absence	أخرى Others
بعد الاجتماع مع الطالب تم ارشاده الى التالي After the meeting with the student, the advisor direct the student to			
اسم الطالب Name	اسم المرشد الأكاديمي Name of the advisor		
توقيع الطالب Student sign.	توقيع المرشد الأكاديمي Sign. of the advisor		
حرد في Date			
اعتماد رئيس لجنة الإرشاد الأكاديمي Approved of chairman of academic advising committee		اعتماد مشرف القسم Approved of department supervisor	

## CALENDAR

قريباً	1436 / 4 / 11	1436 / 3 / 27	موعد تقديم التأجيل للفصل الدراسي الثاني
قريباً	1436 / 4 / 11	1436 / 4 / 1	تعديل جداول طلاب الانتظام عن طريق البوابة
قريباً	1436 / 4 / 5		بداية الدراسة للفصل الدراسي الثاني
قريباً	1436 / 7 / 4	1436 / 4 / 12	بداية تقديم الاعتذار عن الفصل الدراسي الثاني
قريباً	1436 / 7 / 4	1436 / 4 / 12	فترة سحب مقرر عن طريق البوابة الإلكترونية
قريباً	1436 / 6 / 8	1436 / 5 / 28	بداية اجازة منتصف الفصل الدراسي الثاني بنهاية دوام يوم الخميس
قريباً	1436 / 6 / 9		بداية الدراسة بعد اجازة منتصف الفصل الدراسي الثاني يوم الأحد
قريباً	1436 / 7 / 25	1436 / 7 / 21	بداية اختبارات المواد العملية
قريباً	1436 / 8 / 17	1436 / 3 / 28	بداية الاختبارات النهائية
قريباً	1436 / 8 / 17		إجازة نهاية العام بنهاية دوام يوم الخميس
قريباً	1436 / 9 / 10	1436 / 8 / 27	موعد التحويل الداخلي (تغيير التخصص للفصل الدراسي الأول)
قريباً	1436 / 9 / 10	1436 / 8 / 27	موعد التحويل الخارجي
قريباً	1436 / 9 / 17		إعلان نتائج تغيير التخصص للفصل الدراسي الأول.

الحالة	الى تاريخ	من تاريخ	البيان
قريباً	1435 / 11 / 12	1435 / 11 / 4	موعد تقديم التأجيل للفصل الدراسي الأول
قريباً	1435 / 11 / 12	1435 / 11 / 4	تعديل جداول طلاب الانتظام عن طريق البوابة
قريباً	1435 / 11 / 5		بداية الدراسة للفصل الدراسي الأول
قريباً	1436 / 2 / 12	1435 / 11 / 12	بداية موعد تقديم الاعتذار عن الفصل الدراسي الأول
قريباً	1436 / 2 / 12	1436 / 11 / 12	بداية موعد تقديم الاعتذار عن مقرر
قريباً	1436 / 012 / 17	1436 / 12 / 1	بداية اجازة عيد الأضحى بنهاية دوام يوم الخميس
قريباً	1436 / 12 / 18		بداية الدراسة بعد عيد الأضحى
قريباً	1436 / 3 / 3	1436 / 2 / 29	بداية اختبارات المواد العملية والمواد العامة
قريباً	1436 / 3 / 24	1436 / 3 / 6	بداية الاختبارات النهائية
قريباً	1436 / 4 / 1	1436 / 3 / 2	فترة طلب تغيير تخصص للفصل الدراسي الثاني
قريباً	1436 / 4 / 2		إعلان نتائج التحويل الداخلي للفصل الدراسي الثاني
قريباً	1436 / 4 / 11	1436 / 3 / 27	بداية موعد تقديم التأجيل للفصل الدراسي الثاني
قريباً	1436 / 4 / 4	1436 / 3 / 24	بداية اجازة نصف العام بنهاية دوام يوم الخميس
قريباً	1436 / 4 / 5		بداية الدراسة للفصل الدراسي الثاني.
الحالة	الى تاريخ	من تاريخ	البيان



## NEW SECTION OFFERING

 <p>جامعة تبوك University of Tabuk</p>		<p>المملكة العربية السعودية وزارة التعليم العالي جامعة تبوك كلية العلوم الطبية التطبيقية قسم تقوية المختبرات الطبية</p>	
		<p>أسم المقرر Course Name</p>	
		<p>كود المقرر Course Code</p>	
		<p>المستوى الذي يتم تدريس المقرر فيه The level at which it is scheduled to teach</p>	
		<p>هل المقرر من المقررات المطروحة ضمن الخطة الدراسية للقسم لهذا الفصل Is the course scheduled from the ones that offered within the study plan of the department</p>	
	اليوم Date	<p>الميعاد المقترح للمقرر The proposed date of the course</p>	
	الوقت Time		
		<p>عدد الطلاب المتوقع تسجيلهم للمقرر The number of students expected to register with the course</p>	
<p>اسباب فتح الشعبة و رأي المرشد الاكاديمي The reasons for opening the section and the opinion of the academic advisor</p>			
<p>اعتماد رئيس لجنة الارشاد الاكاديمي Approved of the chairman of academic advising committee</p>			
<p>اعتماد صاحب الصلاحية Approved of the authorized person</p>			
<p>****ملحوظة: يرفق مع النموذج كشف باسما و بيانات الطلاب المتوقع تسجيلهم للمقرر</p>			

## WAIVER

 <p>جامعة تبوك University of Tabuk</p>	<p>نموذج التجاوز عن متطلبات <b>Waive the prerequisite</b></p>	<p>العملة التعريفية المعتمدة وزارة العلوم العالي جامعة تبوك مخبرية العلوم الطبيعية التطبيقية قسم تقنية المختبرات الطبية</p>												
<table border="1"> <tr> <td data-bbox="331 465 635 542"></td> <td data-bbox="635 465 849 542"> <p>الرقم الجامعي ID</p> </td> <td data-bbox="849 465 1168 542"></td> <td data-bbox="1168 465 1268 542"> <p>اسم الطالب Name</p> </td> </tr> <tr> <td data-bbox="331 542 635 604"></td> <td data-bbox="635 542 849 604"> <p>الفصل الدراسي/العام الجامعي Semester/year</p> </td> <td data-bbox="849 542 1168 604"></td> <td data-bbox="1168 542 1268 604"> <p>المستوى Level</p> </td> </tr> <tr> <td data-bbox="331 604 635 683"></td> <td data-bbox="635 604 849 683"> <p>المعدل التراكمي GPA</p> </td> <td data-bbox="849 604 1168 683"></td> <td data-bbox="1168 604 1268 683"> <p>المعدل الفصلي Semester GPA</p> </td> </tr> </table>		<p>الرقم الجامعي ID</p>		<p>اسم الطالب Name</p>		<p>الفصل الدراسي/العام الجامعي Semester/year</p>		<p>المستوى Level</p>		<p>المعدل التراكمي GPA</p>		<p>المعدل الفصلي Semester GPA</p>		
	<p>الرقم الجامعي ID</p>		<p>اسم الطالب Name</p>											
	<p>الفصل الدراسي/العام الجامعي Semester/year</p>		<p>المستوى Level</p>											
	<p>المعدل التراكمي GPA</p>		<p>المعدل الفصلي Semester GPA</p>											
<p>الطلب المقدم من الطالب The Student's request</p>														
<p>رأي المرشد الأكاديمي The opinion of the academic advisor</p>														
<p>اعتماد رئيس لجنة الإرشاد الأكاديمي Approved of the chairman academic advising committee</p>														
<p>اعتماد صاحب سلطة التجاوز Approved of the authorized person</p>														