



The Academic Advising Committee provides the following forms to assist advisors and serve students.

Form Name	Purpose	When to use it	How to fill it
Student Information Form	To allow the advisor get an overall idea about the students' academic profile and their socio-economic difficulties .	During the first meeting with student, preferably at the beginning of each semester .	<p>The form includes key questions to be answered by the students and answers written by the advisor.</p> <p>The students have the full freedom to not answer a given question or not provide sensitive/detailed information.</p> <p><u>Important: Private information should not be written or shared with irrelevant third parties.</u></p>
Checklist Form	To ensure advisors are not missing important discussions related to Academic advising.	During the academic year and at each advising meeting	<p>The form includes key advising discussions relevant to each academic year.</p> <p>Each discussion completed needs to be ticked and signed beside it by the students.</p>
Semester Planning Form	To assist the students choose courses for the next semester .	After Midterm exams , during early registration period.	<p>The advisor assists the students choose courses for next semester, according to the Midterm exams results and the student progress in the study plan.</p> <p>In case, there is any doubt about passing a current course which is a pre-requisite of a next course, the advisor may propose an alternative course in the relevant column of the form.</p> <p><u>Important: In case of disagreement, advisors should comment about their disagreement and explain reasons for their fears and concerns</u></p>



Course Dropping Form (For group/individual) advising	To drop a courses from current semester.	During course dropping period , preferably after midterm results.	Before accepting any request for course dropping, advisors should discuss reasons and clear and evident possibility to overcome difficulties, which can help the student not dropping the course. Discussing and analyzing these difficulties is also a good occasion to advise the students on how to avoid/overcome them in future semesters. <u>Important: If a student insists on dropping a course despite advises and discussions, than his request should be accepted from department chair /academic affairs.</u>
Course Dropping Form - (For group/individual) advising	To drop a current semester.	During semester dropping period.	Before accepting any request for semester dropping, advisors should discuss reasons and clear and evident possibility to overcome difficulties, which can help the student not dropping the semester. Discussing and analyzing these difficulties is also a good occasion to advise the students on how to avoid/overcome them in future semesters. <u>Important: If a student insists on dropping a semester despite advises and discussions, than his request should be accepted from department chair/academic affairs.</u>
Major Selection Form	To assist the students in the selection of their study major.	During major selection period , by the end of second semester .	The advisors should assist the students in choosing their major based on discussion about professional plans, life ambitions and wishes. The advisors may advise specific major based on students' preferences and performance in key courses.