

Action programmes for the Academic Guidance Committee for the First Semester 1439-1440

- Introduce the new students to the course system.
- Obtain a list of registered students from the registration office.
- Meet the new students and introduce them to the academic guidance committee.
- Prepare of the academic guidance file for each student. It contains student's name, ID number, and a copy of his personal data (contact numbers and e-mail). The file includes a copy of the registration schedule.
- Obtain a copy of students' midterm tests.
- Establish a method to communicate with students when needed.
- Make an email to communicate with students.
- Study the cases of outstanding students and those who are academically weak.
- Prepare a list of weak students and meet them to help them overcome their academic weakness on the future.
- Support the outstanding students and prepare an honour list.
- Submit a report to the academic guidance coordinator to brief him on the work of the Committee

