

ACADEMIC ADVISING AND COUNSELLING GUIDE



ACADEMIC YEAR (1442 - 1443)
العام الجامعي 1442 - 1443 هـ

من الشمال...إلى الوطن

Praise be to Allah and peace and blessings be upon the Prophet

Welcome to Northern Border University!

The College of Nursing, Northern Border University, has designed this handbook to provide all academic advisors with information about advising policies, procedures, and counseling at the College of Nursing.

Acknowledgements

The Academic Advising Handbook is the result of the combined work and efforts of several faculty and staff who served on the Academic Advising Council. A special thanks to all the faculty and staff who contributed to the handbook. Everyone's assistance is greatly appreciated.

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OVERVIEW OF ACADEMIC ADVISING AND COUNSELLING

Academic advising is essential for students' education and guides students in their education journey. Academic advising helps students to achieve high quality in the educational process. All students in the program are assigned to a faculty advisor, whence they are accepted into the nursing program. The advisor role begins when the student joins the program and continues until graduation. The academic guidance and counseling unit assigned coordinators for each year to follow up with the advisors and facilitate any obstacles. Academic advising aims to improve students' experience, support their performance, and help them understand the college environment. The academic advising unit is also responsible for evaluating and facilitating any difficulty faced by the student's academic or non-academic problems.

VISION OF ACADEMIC ADVISING

Academic Advising at the college of nursing empowers students to be active, responsible learners who take full advantage of opportunities that the university provides in the areas of academics, research, community, and challenge for the national and global engagement.

MISSION OF ACADEMIC ADVISING

The mission of the academic advising and counseling unit is to deliver high-quality advising services to nursing students to meet educational outcomes for academic success, personal development, and career development nationally and internationally.

PHILOSOPHY OF ACADEMIC ADVISING

Academic advising is a student-centered practice that helps all students develop the skills, practice, and knowledge that will lead them to set, plan, and achieve educational goals consistent with their values and career aspirations.

Academic advising is a central resource to provide all students with the best possible learning experience.

We believe every student comes to college with unique skills, talents, and desires. The faculty advisor's role is to help students identify and use their strengths to achieve their short- and long-term goals, both academic and non-academic goals. We support students in achieving their goals by offering assistance with academic planning, counseling, and resource referral as appropriate. We also acknowledge and respect the students' identities and beliefs and endeavor to tailor the advising to meet the individual needs of each student.

DEFINITIONS OF TERMS

Academic Advising: It is an interactive process in which the advisor helps the student set and achieves academic goals, acquire relevant information and services and make responsible decisions consistent with interests, goals, abilities and degree requirements.

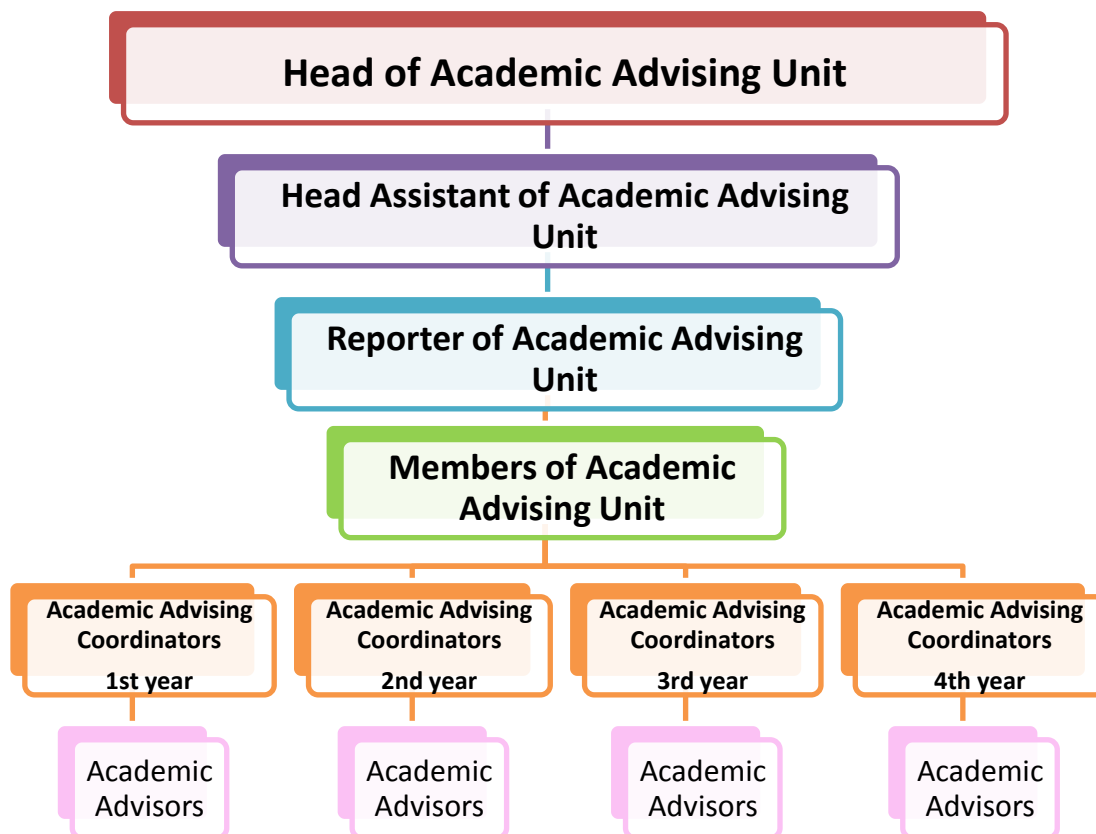
Academic Advising Unit: A unit for academic advising at college level responsible for supervising and monitoring the academic advising process.

Academic Advising Coordinator: A faculty member assigned by the academic advising unit committee to coordinate the advising process and assist the academic advisors in mentoring the students for each year.

Academic Advisor: A faculty member assigned by the vice dean of academic affairs to take over the academic counselling tasks predefined by the university towards a group of students, following their academic career from the day of joining the college until their graduation.

Advisee: Students assigned to an academic advisor.

ACADEMIC ADVISING UNIT



PRINICPLES OF ACADEMIC ADVISING UNIT

- **Equity:** All students have access to high-quality academic advice services.
- **Structured:** Academic advising is represented by a structured unit framework with a systematic approach to continuous assessment and improvement.
- **Competency:** Ongoing professional development for staff offering academic advice to ensure they are current in advising skills.
- **Coherence:** Professional services and academic staff work together to ensure a holistic experience of academic student support.
- **Consistent:** Students can develop a personal, consistent relationship with their advisors throughout their learning experience.
- **Monitoring student progression:** Academic advisors provide guidance to help their students achieve their goals.
- **Clear, accessible, up to date:** All students receive clear, accessible, up-to-date information regarding their inquiries at regular scheduled dates.
- **Confidentiality:** Academic advice is based on respect for individual students' confidentiality.
- **Trust and respect:** Academic advisors and students strive to develop an effective working relationship based on mutual trust and respect. These principles establish an adaptable and consistent approach that appropriately matches the specific needs of all students.

DIMENSIONS OF ACADEMIC ADVICE

The Academic Advisor Supports Students through the following Three Dimensions:-

- (I) **Academic Progression:** - Monitor students' academic performance and engagement. - Support students to reflect on their progress and achievement. - Develop their capabilities to manage their learning and ongoing development.
- (II) **Personal Development:** - Ready to listen sympathetically to student concerns. - Stay in regular contact with students for discussions and decision-making. - Engage students to become active members of their academic community.
- (III) **Professional Development:** - Develop students' professional thinking and foster their professional identity. - Support students to make connections between academic study and their life aspirations. - Provide academic advice on the relationship between academic knowledge skills and professional application.

ACADEMIC ADVISING SKILLS

There are several skills that the advisor should have to achieve the outcomes of academic advising:

1. **Leadership quality:** To lead students with teamwork to achieve the desired goals.
2. **Empathy:** To be involved in students' emotional and psychological problems and aspirations.
3. **Planning:** To trace the required plans for each student to succeed.
4. **Organization:** Good time management to facilitate communication with students.
5. **Listening:** listening to students properly and embracing them.
6. **Decision-making and problem-solving:** Making the best choice, implementing fast, and solving problems creatively.
7. **Collective advising:** The ability to advise students collectively, organize and influence them.

TIPS FOR EFFECTIVE ACADEMIC ADVISING

1. **Build a good relationship:** Establishes a good connection and rapport by sharing information about the advisor and remembering personal details about the student.
2. **Listen:** Show interest in listening to students. Do not interrupt. Pay attention and eliminate distractions.
3. **Involve:** Ask questions to students to involve in the advising process. Ask open-ended questions rather than 'yes' or 'no.'
4. **Notice:** Notice the student's body language following their answers.
5. **Create a supportive environment:** This aids the students in comfortable meeting with the advisor and encourages them to discuss their concerns.
6. **Provide accurate information:** Never provide incorrect information to students.
7. **Be realistic and Honest:** Never make promises that violate the policies and procedures of the University.
8. **Share responsibility:** responsibility should be shared with students, and they should be aware of their duties.

9. **Be available:** Prepare office hours and schedule appointments to meet the advising needs of the students.
10. **Make Referrals:** Be familiar with the referral policies and procedures of the University for the student's academic and non-academic issues.

ROLES AND RESPONSIBILITIES OF THE ACADEMIC ADVISING UNIT

- Develop a plan for academic advising at the college level.
- Supervise the execution of the academic advising plan.
- Welcome new students on the first day of the academic year, preparing students to adapt to the university environment and acquainting them with the college requirements, rules, policies, and procedures that affect their educational achievement.
- Inform students about the department's educational program's vision, mission, and objectives.
- Raising awareness among students about the importance of academic advising and how students would benefit from communicating with their advisors; highlighting the aspects of care and services offered by the unit
- Confirms distribution of all students to academic advisors at the beginning of the academic year, using the college website for this purpose.
- General supervision of the academic advisors, informing them about their assigned students, ensuring that all advisors are provided with specific and accurate information, and keeping updated student records.
- Ensuring that the office hours of the academic advisors are announced and posted would facilitate students' access to their academic advisors at regular schedules throughout the academic year.
- Considering students' academic problems referred to the unit by the advisors and seeking to resolve these issues through appropriate solutions, or otherwise submit to the Vice Dean for Academic Affairs or the college Dean, if necessary.
- Provides individual group counseling and advising to identify students' psychological, financial, social, and health problems and submit them when necessary to the Deanship of Student Affairs to take action.
- Evaluate the academic advising system to strengthen the advising process by designing and distributing a student questionnaire that surveys the degree of student satisfaction regarding the academic counselling services offered by the unit.

- Submitting an annual report including all the actions taken to implement the executive plan of the unit concerning the required areas of improvement.

ROLES AND RESPONSIBILITIES: HEAD OF ACADEMIC ADVISING

- Adoption of academic advising as a permanent item on the annual operational plan for the department, and on the agenda of the academic departmental meetings.
- Supervisory responsibility for the administration and the overall operation of the academic advising unit.
- Ensures student's progression toward their educational goal is monitored.
- Confirms that the academic staffs utilize various strategies to address academic issues, engagement and completion.
- Works collaboratively with unit members to ensure the delivery of advising to students.
- Provides evaluations and performance feedback in a timely manner.

ROLES AND RESPONSIBILITIES: ASSISTANT TO THE HEAD OF ACADEMIC ADVISING UNIT

- Assists the head of academic advising unit in the management and functioning of advising unit in the college.
- Serves on the unit team with the head for academic information and follow up.
- Provides guidance and direction to unit members for the effective functioning of the unit.
- Although a supervisory position, may still directly provide academic advising (and related functions) to students.
- Notifying the reference code for each course in every semester.
- Monitoring the registration process.

ROLES AND RESPONSIBILITIES: ACADEMIC ADVISING COORDINATOR

Each academic advisor is headed by an academic advising coordinator: Such coordinator has the following tasks:

- Receive the list of new student's names and their guidance files and distribute them to the counsellors academic.

- Preparing files for each academic advisor (personal data, teaching load, hours guidelines etc.)
- Assist the academic advisor and support her scientifically and technically in performing her duties through an action plan.
- General supervision of the course registration process, deletion, addition and withdrawal, and postponement of the course.
- Study the needs of students.
- Follow up of students having GPA less than 2 according to a specific working plan.
- Organize regular meeting with academic advisors and students.
- Follow up the work of academic advisors and students referred to him/her
- Coordinate academic guidance hours with student's schedules to ensure that there is no conflict.
- Follow up treatment plan of the students facing difficulties and problems.
- Follow up support and care plans for outstanding and talented students.
- Facilitate the tasks assigned to him in proportion to his tasks in the field of academic guidance.

ROLES AND RESPONSIBILITIES: ACADEMIC ADVISOR

1. Build a good relationship:

- Establish good relationship with the student and rest of the counselling process.
- Urge the student to visit the university's website for evidence, regulations, and guidelines, follow up news, activities and announcements.

2. Acquainting New Students about College Educational Program and Study Policy:

- Helping students understand the evidence and regulations governing the academic counselling process (academic advising manual, study and examination regulations, code of conduct violations, university calendar, charter of rights and duties).
- Notify students in writing of academic advisory hours and ways of communicating with them.
- Comply the students with the implementation of academic advisors work plan and notify the students who are guided therein. Guiding the student to obtain academic services

based on the university calendar (registration, deletion, addition, withdrawal, postponement etc.)

3. Registration for New Students:

- Academic advisors should be aware of the allowed timing of registration, deletion and addition, announced by the Deanship of Admission and Registration, and ensures that students are well-oriented about the specified timing.
- Advisors should be available if assistance with registration is needed; helping students in case of difficulty in registration process
- Advisors make sure that students know the place and schedule of their lectures, and there is no conflict in the dates of their academic schedules.

4. Course Selection and Registration for Students with Distressed Academic Achievement:

- Academic advisors assist failed students and students with distressed academic achievement in decision-making with regard to course selection and scheduling for registration.
- Advisors should be aware of the college study plan and graduation requirements for students. Advisors should :
 - ✓ Review the student's academic register file (including the courses studied and the student's study plan).
 - ✓ Help the students to match the course schedule with study plan.
 - ✓ Help the student to understand the nature of problems that affect his/ her educational attainment and how to solve it.
 - ✓ Assist the student to evaluate his/her academic progress
 - ✓ Discuss with the student the appropriate options (adding or deleting courses, raising the rate of GPA etc...).
- ✓ Guide the student in filling the registration form as per the college study plan. This is to ensure that student's study plan complies with the college study plan and satisfies degree requirements, thus avoiding any delay in graduation.
- While selecting the appropriate courses, the following items should be taken into consideration;

- ✓ It is mandatory for every student to pass successfully all the courses in the preparatory year or first year (2 levels) before being allowed to register second year (third level).
- ✓ Identifying the minimum and maximum credit hours that a student is currently allowed to register (Student's Academic Load). This is determined in accordance to the student GPA.

Academic Load:

Academic load refers to the total credit hours for the courses registered by the student during the semester. It is determined in accordance to the following regulations:

- The maximum academic load is 12 credit hours per semester.
- The student on the threshold of graduation is allowed to exceed the maximum, the increase being not more than three credit hours (i.e. up to 15 credit hours in the last semester).
- The program is divided into 12 levels (Semesters), 3 levels in the preparatory year and the rest for fulfilling the College of Nursing requirements, progressing from basic skills such as communication skills, fundamental skills and knowledge to more complex skills and knowledge at Level 12 of the program. Some courses have prerequisites; in order to register in such courses the student should pass the prerequisites for these courses.
- Assist the student to follow his/her transcript to meet the graduation requirement in time selected.

5. Organize Scheduled Periodic Meetings with Students for Consultation and Guidance.

- Schedule periodic individual academic guiding sessions in coordination with academic advising coordinator.
- In addition, the academic advising is given before and after the withdrawal, addition and postponement period according to the university calendar.
- Answer student's queries during the academic advising process and fix the follow up meetings if necessary.
- List students' academic and non-academic problems and submit to the academic advising coordinator.
- List the names of students who are stuttered, outstanding, gifted, special needs and raise them to academic advising coordinator.

6. Preparing and Updating the File of the Academic Record for each student:

- The advisor opens a file for each student. The student is allowed to have access to personal academic record under the advisor's supervision, while maintaining the confidentiality of student's information and academic records.
- Updating the students' academic guidance file .

✓ Students' file includes the following: -

- i. Copy of acceptance letter
- ii. General information about students
- iii. Students study plan
- iv. A copy of updated time table
- v. A copy of any decision or actions taken (apology from study, withdrawal, warning, add and drop form etc..)
- vi. A copy of academic record or transcript after every semester to evaluate the level of achievement of the students
- vii. A copy of old academic record or transferred form for the transferred students
- viii. Student absent report or academic request form submitted to academic committee
- ix. A precise report on each advising session with the student.
- x. A schedule for providing individual advising sessions for the students.
- xi. A list for low academic achievement students and a schedule to meet them.
- xii. A copy of any disciplinary actions taken against the student
- xiii. Early registration forms for each semester

✓ Academic advisor's file includes the following :

- ✓ Basic academic advising information
- ✓ Group advising meeting document
- ✓ Advisor report
- ✓ Record of academically low achieving students
- ✓ Student file confining form

7. Allocating Office Hours

- Each academic advisor is expected to guide 10 to 20 students.
- For academic advising, 3-5 office hours is allotted for each faculty.

Study Plan for Course Distribution According to Levels

Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
FIRST YEAR	Level 1	1606101	English-1	Required		3	College
		1103102	Biology	Required		3	College
		1104102	Mathematics	Required		3	College
		1601101	Islamic Culture -1	Required	-	2	Institution
			Free course- 1	Elective		2	Institution
	Level 2	1606102	English-2	Required		3	College
		1101102	Physics	Required		3	College
		1102102	Chemistry	Required		3	College
		1601201	Islamic Culture-2	Required		2	Institution
		1608102	Health and fitness	Required		1	Institution
	Level 3	1210131	Medical Terminology	Required		2	College
		1105102	Computer Skills	Required		3	College
		1607101	Communication Skills	Required		2	College
		1602101	Arabic Language	Required	-	2	Institution
			Free course 2	Elective		2	Institution
SECOND YEAR	Level 4	1207214	Anatomy	Required		2	College
		1203212	Physiology	Required		2	College
		1801213	Basic Concepts of Professional Nursing	Required		2	Program
		1805253	Psychology for nursing	Required		2	Program
			Elective Islamic	Required	1601201	2	Institution
		1211213	Biochemistry	Required	1102102	2	College
	Level 5	1801211	Health Assessment	Required		3	Program
		1801212	Foundation of Professional Nursing (I)	Required		5	Program
		1211214	Nutrition	Required	1211213	2	College
			Elective Islamic	Required	1601201	2	Institution
	Level 6	1801214	Foundation of Professional Nursing (II)	Required	1801211 1801212	7	Program
		1802221	Development Throughout life span	Required	-----	2	Program
		1204212	Pathology	Required		2	College
		1212222	Medical Parasitology	Required	1103102	1	College

Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
THIRD YEAR	Level 7	1801315	Nursing Care of Adult (I)	Required	1801214	7	Program
		1208311	Pharmacology (I)	Required		1	College
		1210321	Applied Biostatistics	Required		2	College
			ELECTIVE SPECILAIZATION(1)*	Elective		2	Program
	Level 8	1801317	Nursing Care of Adult (II)	Required	1801315	7	Program
		1208312	Pharmacology (II)	Required	1208311	2	College
			ELECTIVE SPECILAIZATION(2)*	Elective	None	2	Program
		1212312	Medical Microbiology	Required	1103102	1	College
	Level 9	1802322	Maternity Nursing	Required	1801214	6	Program
		1805455	Community Health Nursing	Required	1801317	6	Program
FOURTH YEAR	Level 10	1802323	Child Health Nursing	Required	1802221 1802322	6	Program
		1805458	Nursing Leadership / management	Required	-	6	Program
	Level 11	1805457	Nursing Informatics	Required	1004101	2	Program
		1802426	Research Process & Evidence-Based Nursing	Required	1210321	3	Program
		1805456	Geriatric Nursing	Required	-	2	Program
		1803431	Emergency Nursing	Required	1801317	5	Program
	Level 12	1804441	Critical Care Nursing	Required	1801317	6	Program
		1805459	Psychiatric/ Mental Health Nursing	Required	-	6	Program

Completion of all required courses with a GPA more than (2.0)

- ✓ Academic advisors assist the students in preparing a timetable and plan to complete the graduation requirements, throughout a period not exceeding the maximum number of allowed study years (six years).

8. Explanation of the Grade Point Average (Quarterly and Cumulative): Each letter grade has a numeric value represented by points. The points of each course are based on this numeric value and the credit hour value of that course.

9. Explanation of graduation Requirements: It is essential for every student to successfully pass 144 credit hours in order to obtain a Bachelor's degree of Nursing.

Academic Record: It is the record that monitors students' academic level in terms of grades and averages for each semester, and GPA since they joined the University. Students are advised to check their academic record every semester in the banner by using their username and password. Each student may consider checking on the courses for any error in their record

Grading system used in transcript			
Mark	Evaluation	Grade	GPA
95-100	Excellent+	A+	5.00
90-less than 95	Excellent	A	4.75
85- less than 90	Very Good+	B+	4.50
80- less than 85	Very good	B	4.00
75-less than 80	Good +	C+	3.50
70-less than 75	Good	C	3.00
65- less than 70	Pass +	D+	2.50
60-less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00
	In progress	IP	-
	Incomplete	IC	-
	Denial	DN	-
	With drawn	W	-
60-100	No grade pass	NP	
Less than 60	No grade Fail	NF	

10. Academic advising for all-round development of student's personality

- Encourage students to participate in academic, co-curricular and extra-curricular activities and attend meetings and training.
- Assist the students on the comprehensive development of all aspects of his/her personality.

11. Submitting a Periodic Report on Students' Performance to the Unit of Academic Advising and Support (before the end of the semester) and Maintain the following records in student file

- Record of delete and add courses
- Record of withdrawal from a course:
- Students' absence report.
- Record of postponement and dropping out of study
- Record of withdrawal from university

ROLES AND RESPONSIBILITIES: ADVISEE

The advisee (student) is an equal partner in the advising process. As an advisee, students are ultimately responsible for their educational choices and decisions. Students are expected to:

- Establish a good relationship with the advisor and take the initiative to seek advisement from the advisors.
- Schedule regular appointments with academic advisors during the office hours and be prepared for advising sessions.
- Advisees should have a plan of courses in which they wish to enrol, and be able to discuss their interests and goals with their academic advisor.
- Visit the university's website for evidence, regulation, guidelines; follow up news, activities and announcements.
- Read and follows the university and college announcement through different media like mail, website, twitter, etc.
- Prepare for advising sessions and bring and maintain student advisory file including educational plan and other details.
- Follow all academic services (registration, deletion, addition, withdrawal. Postponement, etc.) based on the university calendar.
- Consult with the advisors in constructing and changing the course schedules (e.g., during the add/drop period) according to academic status.
- Contact with the advisors if ~~you~~ they are experiencing academic difficulty.
- Fulfil the course evaluation survey at the end of each semester.
- Accept final responsibility to fulfil all academic requirements and achievements.

MECHANISMS OF COMMUNICATION BETWEEN THE ACADEMIC ADVISOR AND STUDENTS IN THE PROGRAM:

There should be many means of communication between Academic advisor and advisee, and the most important means are :

- Blackboard
- University e-mail
- Electronic counseling portal
- Individual meetings
- Group meetings
- Office hours

ACADEMIC COUNSELLING

Academic counseling services are **meant for Informing, Advising and Counseling**. The academic counseling can cover both academic and non-academic components at the various stages like at pre-entry, during entry to the program, during the course of study, at the time of examination and post-study.

IMPORTANCE OF COUNSELLING SERVICES

- To help students adjusting with the new environment of the nursing college.
- To help in developing qualities required for a successful nursing practice.
- To help students in getting adjusted with the clinical environment.
- To help students keeping in touch with the latest trends in nursing.
- To help students in developing positive learning habits, especially skill learning.
- To help in the development of appropriate coping struggles in order to deal with stress in a productive manner
- To help them to develop a positive attitude towards studies.
- To help to overcome periods of turmoil and confusion.
- To help students in developing their leadership qualities.

- To motivate them for taking membership in professional organizations after completing their studies.
- To help them to get ready for changes and face challenges
- To help students to recognize and accept the reality of possible successes and failures, thereby encouraging a sense of confidence and maturity
- To provide an open environment which will foster self-exploration, self-awareness, and self-evaluation, thus encouraging a sense of personal identity.
- To attempt to correct some of the students' negative behaviours with the non-judgmental attitude and to provide treatment programs.
- To establish awareness and safeguarding programs for students.
- To provide social and psychological counselling services to the student.

MOST COMMON REASONS FOR THE ACADEMIC ADVISING AND COUNSELLING VISITS

MOST COMMON ACADEMIC PROBLEMS

- Drop in GPA
- Postponement or withdrawal from college
- Adding extra hours
- More absenteeism
- Poor academic performance
- Exam anxiety and fear
- Lacking reading, writing and comprehension speed
- Concentration difficulties in class room and laboratories
- Inadequate coping with clinical experience
- Excess emotional outburst in care of patients
- Language difficulties

NON- ACADEMIC PROBLEMS

- Generalized stress and anxiety
- Parenthood separations
- Low self-esteem and low self confidence
- Personal traumatic experiences

- Persistent negative behaviours
- Marriage issues and family relationship problems
- Excessive or less sleep

REFERRAL

A referral for counseling is indicated when the students' problems are more than that of the advisor's knowledge and experience. The academic advisor should maintain the confidentiality of student's issues and referral. The academic advisor can refer the students to Deanship of students' affairs or psychiatric guidance at Northern Border University for the following circumstances.

- A student sharing personal or financial problem that affects student's work performance.
- A student presenting signs of psychological problems that interferes with their academic performance.
- A student feels discomfort to discuss with academic advisor and ask for referral.
- A student shows significant threat of harm to themselves and others.

APPENDIX

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وحدة الإرشاد الأكاديمي



ملف المرشد الأكاديمي

1442-2020

البيانات الأساسية للمرشد الأكاديمي

	اسم المرشد الأكاديمي
	التخصص
	رقم المبنى
	رقم المكتب
	البريد الإلكتروني
	تليفون المكتب
	الجوال

بيانات الإرشاد الأكاديمي

	عدد الطالبات المشرف عليهم
	البرنامج
	القسم



قائمة بأسماء طلاب الإرشاد الأكاديمي / للمرشد الأكاديمي: د. _____

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نموذج (3) استمارة إرشاد جماعي

للقاءات الإرشادية الجماعية التي نفذت خلال الفصل الدراسي: _____ للعلم الجامعي _____/143 _____ 144 هـ

(توضع تلك الاستمارات في ملف الطالب الإرشادي ويسلم الملف لمشرف وحدة الإرشاد الأكاديمي والطالب بالكلية قبل انعقاد اختبارات العام الدراسي)

اسم المرشد الأكاديمي: _____ الكلية: _____ القسم: _____ البريد الإلكتروني: _____

العام الجامعي: _____ الفصل الدراسي: _____ عدد طلاب المجموعة الإرشادية ()

عدد اللقاءات الإرشادية الجماعية التي نفذت خلال الفصل الدراسي: _____ اليوم والتاريخ: _____

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بيان توقيع الحضور لمحضر الجلسة الإرشادية الجماعية

ت	اسم الطالب	التوقيع
1		
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19		
20		



عن شهر: _____

من العام : _____ 1414 هـ _____ 1415 هـ

المرشد الأكاديمي

ماتم عملہ :

ملاحظات :

التوصيات :

توقيع المرشد الاكاديمي



بيان بأسماء المستلمين للملفات الإرشادية

مدخلة البيانات :
التوقيع :

القسم :		
ت	اسم الطالب	التوقيع
1		
2		
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14		
15		



استمارة حصر ومتابعة الطلاب المتعثرين دراسيا

المرشد الأكاديمي..... القسم..... عدد الطلاب المتعثرين.....

م	الطلاب	الرقم الجامعي	التخصص	المستوي	رقم الجوال	المعدل للفصل التالي	التوقيع
1							
2							
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توقيع المرشد الأكاديمي.....



استمارة فحص ملفات الطلاب

المرشد الأكاديمي..... ساعات الإرشاد..... عدد الطلاب..... المستوى.....

م	الرقم الجامعي	اسم الطالب	المعدل التراكمي	التقدير	مواد الرسوب	الساعات المسجلة	الساعات المجتازة
1							
2							
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10							

توقيع المرشد الأكاديمي.....

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وحدة الإرشاد الأكاديمي



Academic Advisor File

Northern Borders University

1442-2020

1442-2020



Basic Information The Academic Advisor

Name	
Specialty	
Building No.	
Office No.	
E-mail	
Extension No.	
Mobile	

Academic Advising Information

No. of students	
Program	
Department	



	Student ID	Name	National ID	Mobile	Notes
1					
2					
3					
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17					
18					
19					



Form (3) Group Advising

Number of Group Advising Meetings.....

Academic Year/

(These forms should be kept in Students File and submitted to the Advising Coordinator before Final Exams)

Advisor name..... College..... Department.....

Email..... Academic Year..... Semester..... No. of students..... Date

No. of group advising meetings

	Student ID	Student Name	Meeting subject	Meeting Outcome
1				
2				
3				
4				
5				
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11				
12				



Attendance for Group Advising Meeting

	Student Name	Sig.
1		
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Month.....

Academic Year/

Advisor

[illegible]

.....

Advisor Sig.



List of Students Received their Advising Files

Data enterer.....

Sig.

Department		
	Student Name	Sig.
1		
2		
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14		
15		

Form of Academically Low-Achieving Students

Academic Advisor..... Department..... . No. low-achieving students.....

	Student Name	Student Academic ID	Specialty	Level	Mobile	Semester GPA	Sig.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Advisor Sig.

Student File confining Form

Advisor..... Advising hours No. of students Level.....

	Student Academic ID	Student name	GPA	Degree	Failed courses	Registered hours	Passed credit
1							
2							
3							
4							
5							
6							
7							
8							

Advisor Sig.

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وحدة الإرشاد الأكاديمي



ملف المرشد الأكاديمي

1442-2020

البيانات الأساسية للمرشد الأكاديمي

	اسم المرشد الأكاديمي
	التخصص
	رقم المبنى
	رقم المكتب
	البريد الإلكتروني
	تليفون المكتب
	الجوال

بيانات الإرشاد الأكاديمي

	عدد الطالبات المشرف عليهم
	البرنامج
	القسم



قائمة بأسماء طلاب الإرشاد الأكاديمي / للمرشد الأكاديمي: د. _____					
م	الرقم الجامعي	الاسم	السجل المدني	جوال	ملاحظات
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18					
19					

نموذج (3) استمارة إرشاد جماعي

اللقاءات الإرشادية الجماعية التي نفذت خلال الفصل الدراسي: _____ للعلم الجامعي _____/143 _____ 144 هـ

(توضع تلك الاستمارات في ملف الطالب الإرشادي ويسلم الملف لمشرف وحدة الإرشاد الأكاديمي والطلاب بالكلية قبل انعقاد اختبارات العام الدراسي)

اسم المرشد الأكاديمي: _____ الكلية: _____ القسم: _____ البريد الإلكتروني: _____

العام الجامعي: _____ الفصل الدراسي: _____ عدد طلاب المجموعة الإرشادية ()

عدد اللقاءات الإرشادية الجماعية التي نفذت خلال الفصل الدراسي: _____ اليوم والتاريخ: _____

م	الرقم الأكاديمي الطالب / الطالبة	اسم الطالب / الطالبة:	موضوع الإرشاد الجماعي:	نتائج الإرشاد الجماعي
1				
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14				
15				
16				



بيان توقيع الحضور لمحضر الجلسة الإرشادية الجماعية

ت	اسم الطالب	التوقيع
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المرشد الأكاديمي

This image shows a full page of white paper with horizontal dashed lines, typical of primary school handwriting practice paper. The lines are evenly spaced and run across the entire width of the page. There are no margins, text, or other markings present.

بيان بأسماء المستلمين للملفات الإرشادية

مدخله البيانات :
التوقيع :

القسم :		
ت	اسم الطالب	التوقيع
1		
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11		
12		
13		
14		
15		



استمارة حصر ومتابعة الطلاب المتعثرين دراسيا

المرشد الأكاديمي..... القسم..... عدد الطلاب المتعثرين.....

م	الطلاب	الرقم الجامعي	التخصص	المستوي	رقم الجوال	المعدل للفصل التالي	التوقيع
1							
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توقيع المرشد الأكاديمي.....



استمارة فحص ملفات الطلاب

المرشد الأكاديمي..... ساعات الإرشاد..... عدد الطلاب..... المستوى.....

م	الرقم الجامعي	اسم الطالب	المعدل التراكمي	التقدير	مواد الرسوب	الساعات المسجلة	الساعات المجتازة
1							
2							
3							
4							
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6							
7							
8							
9							
10							

توقيع المرشد الأكاديمي.....





Basic Information The Advising coordinator

Name	
Specialty	
Building No.	
Office No.	
E-mail	
Extension No.	
Mobile	

Academic Advising Information

No. of Academic Advisors	
Program	
Department	



List of the Academic Advisor

Department _____ Level _____

	Name	Mobile	No. of Advisees	Notes
1				
2				
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18				
19				



Academic Coordinator Report

Month

Academic Year

Academic Coordinator

Report:

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.....

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Notes

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Recommendations:

.....

.....

.....

Coordinators Sig.

.....



Advisors Confining Form for Students
(Outstanding, average, and low-achieving students)

	Advisor name	A+	A	B+	B	C+	C	D+	D	F	Total No.
1											
2											
3											
4											
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6											
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11											
12											
13											
14											
15											
16											

Form of Academically Low-Achieving Students

Advising Coordinator..... Department..... No. low-achieving students.....

	Academic Advisor Name	Specialty	Level	No. of low-achieving students	No. of students next semester
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Coordinator Sig. _____

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وكالة الجامعة للشؤون الأكاديمية



Student File

Northern Borders University

1442-2020

1442-2020



General Information

*To be filled when joining the college

Content	
1	Copy of Acceptance Letter
2	General Information about the student
3	Student Study Plan
4	Copy of Updated Time Table
5	Copy of any action or decision taken (apology from study, withdrawal, warning, add/drop forms....etc.)
6	Copy of Academic Record after every Semester
7	Guideline and Instructions for Fulfilment of Graduation Requirements
8	Copy of transfer form and old academic record for transferred students
9	Copy of any disciplinary action against student
10	Any other documents related to advising or its forms

Student's General Information	
Joining year	
Full name	
University ID	
National ID	
Specialty	
Mobile No.	
Home phone No.	
Guardian Mobile No.	
Emergency No.	



General Information

*To be filled when joining the college

Content	
1	Copy of Acceptance Letter
2	General Information about the student
3	Student Study Plan
4	Copy of Updated Time Table
5	Copy of any action or decision taken (apology from study, withdrawal, warning, add/drop forms...etc.)
6	Copy of Academic Record after every Semester
7	Guideline and Instructions for Fulfilment of Graduation Requirements
8	Copy of transfer form and old academic record for transferred students
9	Copy of any disciplinary action against student
10	Any other documents related to advising or its forms

Student's General Information	
Joining year	
Full name	
University ID	
National ID	
Specialty	
Mobile No.	
Home phone No.	
Guardian Mobile No.	
Emergency No.	

Instructions

Dear student,

Please consider the following

- ✓ **Keep this file and update it regularly. Also, plan your courses' registration every semester.**
- ✓ **Follow your registration process. Register online and communicate with your advisor for add / drop during the first week of the semester.**
- ✓ **Register your courses according to your plan and level without clashes.**
- ✓ **Register pre-requisite courses first for your academic benefit to avoid delay in future registration.**
- ✓ **Maximum credit hour per semester is 18 according to GPA and 21 if graduating.**

All the best

- **Attach the Student's Academic Record**



Form (1) Student Academic Advising

Student Information	
University ID :	Student Name:
Semester:	Department:
Earned credit hours :	Academic Year:
Remaining credit hours:	Registered credit hours :
Semester GPA ()	No. of warnings
Cumulative GPA ()	
Any other information :	Previous distention :
Subject for Academic Advising Meeting	
() course registration	
() Add/Drop	
() Course withdraw	
() Apology from semester	
() Enroll	
() Delay from study	
() Study plan revision	
() Follow up on courses/study progress	
() Follow up and evaluation of attendances	
Problems Affecting Student Progress	
() Academic	
() Social	
() Psychological	
() Family	
() Others	
Advisor's Recommendations	
.....	
.....	
Sig.	Date.....
Advisor name.....	



Form (2) Early Registration

Semester time table

Academic Year 144 / 14

Student Information	Student Full Name	University ID	Cumulative GPA
	Advisor	Date	Department/program

	Course reference No.	Course name and code	Credit hours
1			
2			
3			
4			
5			
6			
7			
Total credit hours			

Notes:

Advisor _____ Sig. _____

Student _____ Sig. _____

P S. Student should commit to this form and follow with the advisors



Form (3) Single Advising Meeting Form

(Should be kept in student file and submitted to the Advising Unit before Final Exams)

Advisor Name

College

Department:

Email

Academic year

Semester

No. Of advisee ()

Student Name:	University ID:
Specialty	Semester GPA () Cumulative GPA ()
Level	Meeting date:
Meeting Subject	
Meeting Outcome	
Student name	Sig.



Form (4) Advising Cards

Semester

Academic Year 144 / 14

Student :	University ID:
Specialty:	Semester GPA ()
Level:	Cumulative GPA ()

List of failed courses and are open for registration

Course Reference No.	Course Name/Code	Credit Hours	Concerned Department Sig.

Student Sig.

Advisor's name

National ID

Department

Mobile

Sig.

 **Special for Students with Failed Courses**

Form (5) Advising Low-Achieving Students

University ID	Student name	Level	College Specialty	Semester GPA	Cumulative GPA
Reasons for Low- achieving/ delay					
Action taken to resolve the reasons for Low- achieving/ delay					
Student follow up next semester					
Semester GPA () Cumulative GPA ()					



Questionnaire for evaluating the Advising Process and Registration

Academic Year.....

Semester:

First ☐

Second ☐

University ID:

Specialty

Student Name:

Level:

Gende :

Dear student please answer the form honestly and precisely

	Sentences	Highly agree	agree	neutral	disagree	Highly disagree
		5	4	3	2	1
1	I was informed about the courses to register this semester					
2	I know all needed information about registration process					
3	I have never face any problem during my registration process					
4	I receive assistance whenever needed during registration process					
5	I got enough/suitable time for courses registration					
6	Advertisements are available on campus to help and clarify registration process					
7	My advisor is cooperative with me to fulfil my needs					
8	Waiting time to finalize registration process is acceptable					
9	I found support from registration staff to help resolving any problem during registration					
10	I follow my advising process since joining the college					
11	Advertisements are available on campus to help reaching good academic advising					
12	The advisor clarified the relation between courses and explain my study plan					
13	My advisor helped me with registration process					
14	My advisor was always available during advising office hour					
15	My advisor follow my development during the semester					
16	My advisor provide guidance all over semester					



17	I found support from my advisor to develop my ideas in my field of specialty						
18	I feel satisfied in general with advising and registration quality						

Any Comments

.....

.....

.....



المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وحدة الإرشاد الأكاديمي



ملف الطالب الإرشادي

1442-2020



إستمارة بيانات عامة

*تعبأ بداية الالتحاق بالكلية

محتويات السجل	
1	نسخ من إشعار القبول
2	بيانات عامة عن الطالب
3	خطة الدراسية الارشادية الطالب
4	نسخة من الجدول الدراسي (آخر نسخة محدثة ويتم تزويد المرشد بالجدول الدراسي كلما حدث تحديث فيه)
5	نسخة من أي حركة أكاديمية يقوم بها الطالب (اعتذار عن دراسة فصل أو انسحاب مقرر ،تأجيل فصل دراسي ، حذف مقرر ،إضافة مقرر ...)
6	صورة من السجل الأكاديمي بعد نهاية كل فصل دراسي
7	لائحة وتعليمات إنهاء متطلبات التخرج . حسب المادة
8	إفادة بالتحويل من قسم لآخر عند التحويل .ونسخة من السجل الأكاديمي للقسم المحمول منه
	قرارات تأديبية صدرت ضد الطالب
9	أي أوراق أخرى ذات صلة بالإرشاد ونماذجه

بيانات عامة	
	سنة الالتحاق بالكلية
	الاسم رباعي
	الرقم الجامعي
	رقم الهوية
	التخصص
	رقم الجوال
	رقم هاتف المنزل
	رقم جوال ولي الأمر
	رقم آخر للطوارئ



ملف الإرشاد الأكاديمي والتسجيل للطالب

تخصص (()) الخطة الدراسية (())

عدد الساعات الإجمالية للبرنامج (()) ساعة معتمدة

اسم الطالب: _____

الرقم الجامعي: _____

المرشد الأكاديمي: _____

الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	المعدل الزائفي
						الساعات المكتسبة
						الساعات التبقيّة
						توقيع المرشدة

الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	الفصل الدراسي (لعام الجامعي 14 هـ 14 هـ)	المعدل الزائفي
						الساعات المكتسبة
						الساعات التبقيّة
						توقيع المرشدة



تعليمات

أخي الطالب:

نأمل منك مراعاة النقاط التالية:-

- ✓ الاحتفاظ بهذا الملف طيلة فترة دراستك بالكلية وتحديثه بنهاية كل فصل دراسي والتخطيط المبكر لتسجيل جدولك الدراسي.
- ✓ متابعة تسجيلك أولاً بأول وفق التقويم الجامعي والحرص على التسجيل عن طريق نظام الخدمات الجامعية الإلكترونية ومراجعة الكلية فقط عن الحاجة لذلك على أن يتم ذلك في الأسبوع الأول الخاص بالحذف والإضافة فقط .
- ✓ التسجيل وفق تسلسل المستويات الدراسية بحيث تسير بشكل سليم وبدون تعارضات .
- ✓ الحرص على تسجيل المقررات التي تعتبر متطلبات لمقررات أخرى بحيث تتحقق الفائدة العلمية ولا تتأخر في التسجيل في الفصول اللاحقة .
- ✓ الحد الأقصى للتسجيل 18 ساعة دراسية معتمدة فقط حسب المعدل التراكمي، وإن كنت خريج 21 ساعة.

مع تمنياتنا لكم بالتوفيق

يرفق الأسجل الأكاديمي للمطالبة .



نموذج (1) نموذج إرشاد أكاديمي لطالب

البيانات الشخصية للطالب :	
اسم الطالب :	الرقم الجامعي :
القسم :	الفصل الدراسي :
العام الجامعي :	عدد الساعات المتبقية :
عدد الساعات المسجلة :	عدد الساعات المتبقية :
عدد إشارات : (إن وجدت)	المعدل الفصلي () . المعدل التراكمي ()
هل تم فصله أكاديمياً سابقاً :	*معلومات أخرى :
موضوع اللقاء الإرشادي بين المرشد الأكاديمي والطالب :	
() التسجيل للمقررات الدراسية	
() عمليات الحذف والإضافة	
() الانسحاب عن مقرر دراسي .	
() الاعتذار عن فصل دراسي .	
() إعادة قيد .	
() التأجيل والانقطاع عن الدراسة .	
() مراجعة الخطة الدراسية .	
() مراجعة التقدم في المقررات الدراسية.	
() مراجعة وتقييم المواظبة والحضور .	
بعض المشكلات التي تعوق تقدمه الدراسي :	
() مشكلة دراسية .	
() مشكلة اجتماعية .	
() مشكلة نفسية .	
() مشكلة أسرية .	
() مشكلات أخرى .	
توصية المرشد الأكاديمي والطالبي :	
.....	
.....	
.....	
اسم المرشد الأكاديمي	التوقيع
التاريخ	



نموذج (2) إستمارة تسجيل مبكر

جدول الفصل الدراسي _____ للعام الجامعي 14 / 14

بيانات الطالب	اسم الطالب رابعيا	الرقم الجامعي	المعدل التراكمي
	المرشد الأكاديمي	التاريخ	القسم والبرنامج

الرقم المرجعي للمقرر	اسم المقرر ورمزه	الوحدات المعتمدة
1		
2		
3		
4		
5		
6		
7		
8		
مجموع الساعات		

ملاحظات بحالة الطالب:

المرشد الأكاديمي / _____ التوقيع /
الطالب / _____ التوقيع /

ملحوظة: على الطالبة الالتزام بالجدول المسجل ومتابعة المرشد الأكاديمي

نموذج (3) إستمارة حالة إرشادية فردية

(توضع تلك الاستمارات في ملف الطالب الإرشادي ويسلم الملف لمشرف وحدة الإرشاد الأكاديمي والطلاب بالكلية قبل انعقاد اختبارات العام الدراسي)

اسم المرشد الأكاديمي: _____ الكلية _____ القسم _____ البريد الإلكتروني _____
العام الجامعي _____ الفصل الدراسي _____ عدد طلاب المجموعة الإرشادية ()

اسم الطالب أو الطالبة:	الرقم الأكاديمي:
تخصص الطالب / الطالبة:	المعدل الفصلي () . المعدل التراكمي ()
المستوى الدراسي:	يوم وتاريخ انعقاد اللقاء الإرشادي:
موضوع اللقاء الإرشادي:	
نتائج اللقاء الإرشادي:	
اسم الطالب /	توقيع الطالب /

نموذج (4) البطاقات الإرشادية

الفصل الدراسي _____ للعام الجامعي 144 / 14

اسم الطالب :	الرقم الجامعي :
التخصص :	المعدل الفصلي ()
المستوى الدراسي :	المعدل التراكمي ()

بيان بالمقررات التي درسها ولم يتم اجتيازها ويمكن التسجيل فيها

الرقم المرجعي للمقرر	اسم المقرر ورمزه	عدد الوحدات	توقيع القسم المختص

توقيع الطالب _____
رقم السجل المدني _____
رقم الجوال _____
اسم المرشد _____
القسم _____
التوقيع _____

خاص بالطالب الذي لديه رسوب

نموذج (5) إستمارة مساعدة الطالب المتعثر دراسياً بالجامعة

الرقم الجامعي	اسم الطالب:	المستوى الدراسي	الكلية	المعدل الفصلي	المعدل التراكمي
.....	التخصص:
أسباب التعثر الدراسي	1.....	2.....	3.....	4.....	5.....
	6.....				
إجراءات التخلص من أسباب التعثر الدراسي:	1.....	2.....	3.....	4.....	5.....
	6.....	7.....	8.....	9.....	10.....

متابعة الطالب في الفصل الدراسي التالي: _____ 144 هـ المعدل الفصلي () المعدل التراكمي ()



استبيان تقييم الطلبة لعمليتي التسجيل والإرشاد الأكاديمي

للعام : 14هـ / 14هـ

الفصل الدراسي : ☐ الأول ☐ الثاني

الرقم الجامعي _____

الاسم _____

الجنس _____

المستوى الدراسي _____

التخصص: _____

عزيزتي الطالبة : أمل الاجابة على مفردات الاستبانة بكل دقة وأمانة

م	العبارة	أوافق بشدة	أوافق	محايد	لا أوافق	لا أوافق بشدة
1	2	3	4	5	6	7
1	كنت على علم بالمقررات المطلوب تسجيلها للمستوى الحالي.					
2	لدي المعرفة التامة بإجراءات التسجيل للمقررات .					
3	لم تواجهني مشاكل أثناء عملية تسجيل المقررات.					
4	تتوافر لي المساعدة أثناء عملية تسجيل المقررات عندما أحتاج لذلك.					
5	تتاح لي الفرصة لاختيار الأوقات المناسبة عند تسجيلي من المقررات الدراسية المطروحة					
6	هناك إعلانات و إرشادات واضحة في الكلية لمساعدة الطلبة على استكمال إجراءات تسجيل المقررات.					
7	المرشد الأكاديمي في البرنامج متعاون معي لتحقيق رغباتي في تسجيل المقررات .					
8	فترة الانتظار لإنهاء عملية التسجيل من قسم القبول والتسجيل مقبولة.					
9	أجد تعاوناً من قبل موظفي القبول والتسجيل في حل المشاكل التي قد تواجهني لاستكمال تسجيل المقررات . *					
10	أتابع إرشادي الأكاديمي منذ اليوم الأول لدراستي. *					
11	هناك إعلانات و إرشادات واضحة في الكلية لمساعدة الطلبة على الحصول على الإرشاد الأكاديمي المناسب *					
12	يوضح المرشد الأكاديمي للطلبة الصلة بين المقررات الدراسية وتفاصيل الخطة الدراسية للبرنامج					
13	ساعدني المرشد الأكاديمي في تسجيل الساعات الدراسية المتوافقة مع قدراتي والنظام الجامعي					
14	يتواجد المرشد الأكاديمي في مكتبه خلال الساعات المكتبية المخصصة للإرشاد الأكاديمي					
15	يتابع المرشد الأكاديمي مدى تقدمي أثناء الفصل الدراسي					
16	يقدم المرشد الأكاديمي لي النصح والتوجيه خلال فترة الفصل الدراسي بأكمله					
17	وجدت تشجيعاً من مرشدي الأكاديمي لتطوير أفكارتي وتوجيهاتي في مجال تخصصي					
18	أشعر بالرضا بشكل عام عن مستوى جودة التسجيل والإرشاد الأكاديمي في الكلية.					

مقترحات ترغبين في اضافتها:

.....

.....

.....

Kingdom of Saudi Arabia Ministry of Education Northern Border University College of Nursing			المملكة العربية السعودية وزارة التعليم جامعة الحدود الشمالية كلية تمريض
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Student's Absence Report

Student's name:..... University ID number:

First year ☐ Second year ☐ Third year ☐ Fourth year ☐

Day of Absence:..... / / 1442-43 H. A.D. corresponds..... / / 2021-22

The excuse provided: - Medical Report ☐ Others ☐

Source of report:

Note:

In case of absence in lecture or practice, mention the following: -

*Course Name:-.....

*Absence occurred in: - The theoretical part ☐ The practical part ☐

*In case of absence in the Practice:- A hospital ☐ laboratory ☐

In the event of absence from an exam:

*Course Name:-.....

* The type of test is Theoretical ☐ Practical ☐

* The name of the test is Periodical ☐ Mid-term ☐ Final ☐

The student's signature

Academic Advisor comment:-

.....

The signature of the academic advisor-----

نموذج تقديم عذر

بيانات الطالب	الاسم الرباعي :						
	رقم الهوية :		الرقم الجامعي :		رقم الجوال :		
	الكلية :		القسم :		التخصص :		
بيانات العذر	سبب الغياب :		اسم جهة الماتحة للعذر :		الغرض من تقديم العذر :		
	<input type="checkbox"/> طبي <input type="checkbox"/> حالة وفاة <input type="checkbox"/> حادث جاني <input type="checkbox"/> حجز <input type="checkbox"/> حضور فاعلية <input type="checkbox"/> اُخري :	_____ _____ _____ _____		<input type="checkbox"/> احتساب الغياب بعذر <input type="checkbox"/> اعادة اختبار قصير او فصلي <input type="checkbox"/> اعادة اختبار نهائي			
	وصف مختصر لسبب الغياب :						
بيانات المحاضرات التي تم التغيب عنها	عدد ايام الغياب : () يوم		بداية فترة الغياب : / / 144 هـ		نهاية فترة الغياب : / / 144 هـ		
بيانات المحاضرات التي تم التغيب عنها	تاريخ الغياب	اليوم	وقت المحاضرة	رمز المقرر	اسم المقرر	اسم المدرس	يوجد اختبار
							<input type="checkbox"/> نعم <input type="checkbox"/> لا
تعليمات	يتوجب علي الطالب الاطلاع علي الاشتراطات و ضوابط تقديم الاعذار الموجودة في دليل الاعذار الطلابية قبل تقديم هذا النموذج						
مرفقات	<input type="checkbox"/> اصل / صورة التقرير مختوم بختم الجهة <input type="checkbox"/> صورة البطاقة الجامعية <input type="checkbox"/> صورة جدول الطالب الدراسي مطبوعا من نظام سجلات الطالب <input type="checkbox"/> صورة لاي مستندات اخري ذات علاقة بموضوع الطلب						
	اقر انا الطالب الموضحة بياناتي اعلاه بصحة البيانات الواردة في ها الطلب و اطلعي علي اشتراطات و ضوابط تقديم الاعذار الموجودة في دليل الاعذار الطلابية و اتحمل المسؤولية كاملة في حال ثبوت خلاف لك . التوقيع : _____ تاريخ الطلب : / / 144 هـ						
القرار	بعد دراسة الطلب المقدم من الطالب و التحقق من الوثائق المرفقة في اجتماع لجنة الاعذار الطلابية رقم () و تاريخ / / 144 هـ تم اتخاذ القرار التالي <input type="checkbox"/> الموافقة علي عذر الطالب <input type="checkbox"/> عدم الموافقة علي عذر الطالب						
	ملاحظات : _____ _____ _____						
للاستعمال الرسمي	رئيس لجنة الاعار الطلابية			اعتماد العميد :			
	الاسم : _____ التوقيع : _____ التاريخ : / / 144 هـ			الاسم : _____ التوقيع : _____ التاريخ : / / 144 هـ			

- يجب تعبئة جميع الجدول في هذا النموذج
- يحفظ اصل النموذج مع العذر في الكلية التي ينتمي لها الطالب ضمن ملفات لجنة الاعذار.
- يستلم الطالب و اعضاء هيئة التدريس المتضمنة اسمائهم في الطلب صورة مختومة من النموذج في حال قبول العذر بعد اتخاذ الاجراء الرسمي.

Kingdom of Saudi Arabia
Ministry of Education
Northern Border University
(054)



المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
(٠٥٤)

طلــــــــــــــــب أكاديمــــــــــــــــي

سعادة / عميدة كلية التمريض.

اسم الطالبة:

الرقم الجامعي: السنة:

الطلــــــــــــــــب..

السلام عليكم و رحمة الله و بركاته.

تاريخ الطلب:

توقيع الطالبة:

Encl: المشفوعات:
www.nbu.edu.sa 920000540
Fax : 0146620771



Date: التاريخ:
Ref: الرقم:
P.O. Box : 1321Ar'ar91431

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	Dr. Revathi Subramanian	<i>S. Revathi</i>
Approved	Seventh College Board 11/6/2022- 12/111443	

