

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
وحدة المرشاد 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 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 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 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

Attendance for Group Advising Meeting

| | Student Name | Sig. |
|----|--------------|------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |

Advisor Report

Month.....

Academic Year/

Advisor

Report:

Notes

Recommendations:

Advisor Sig.

List of Students Received their Advising Files

Data enterer.....
Sig.

| Department | | |
|------------------|--------------|------|
| | Student Name | Sig. |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
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| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 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 | | | | | | | |
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| 5 | | | | | | | |
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| 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 | | | | | | | |
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| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

Advisor Sig.



2007 - ١٤٢٨

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