

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.	

Student Academic Advising and Registration File

(Specialty:.....) (Study Plan:.....)

Program Credit Hours

Student Name _____

University ID _____

Advisor Name _____

	Semester ()					
	Academic Year 14 14					
GPA						
Credit hours earned						
Credit hours left						
Advisor sig.						

	Semester ()					
	Academic Year 14 14					
GPA						
Credit hours earned						
Credit hours left						
Advisor sig.						

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:
Student Name:

Specialty
Level:

Gender :

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

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