



# ACADEMIC ADVISING HANDBOOK

For Students

## Introduction

Welcome to the Academic Advising Handbook. This handbook will serve as a reference guide for you. You will be able to understand relevant terms and processes. You will also gain an insight into the dashboard to register online for a given semester. Additionally, this handbook will familiarize you with your program/academic advisor.

## What is Academic Advising?

Interactions between a student and an academic advisor that involve discussing your academic plan, making appropriate course selections, academic progression, and learning outcomes.

## How do I know who is my Academic Advisor?

Your academic advisor is a representative of the University who helps and advises you on your academic plan, appropriate course selections, academic progression, and learning outcomes. You can identify your academic advisor within your self-service account. You may refer to the end of this handbook's 'How to contact your Academic Advisor?' to know more.

## What is Academic Standing?

The standard set by the University to determine your eligibility to remain and/or progress in a Program. In the event an undergraduate and/or graduate program student achieves the minimum cumulative GPA or higher, the student will receive a clear standing. In the event a Foundation Program student passes all courses, the student will receive a clear standing.

## What are the terms used in online registration?

Term	Definition
<b><i>Academic Year</i></b>	The 12-month period defined in the University's academic calendar.
<b><i>Registration Period</i></b>	A period of time prior to the beginning of each semester when you can enroll in courses.
<b><i>Semester</i></b>	A division of an academic year where you are enrolled in a course(s) followed by an examination period.
<b><i>Program</i></b>	A prescribed set of courses leading to a qualification, including a Certificate, Diploma (2 years), Advanced Diploma (3 years), Bachelor, Master, or Doctorate, according to the Qatar National Qualifications Framework.
<b><i>Course</i></b>	A set of learning sessions in a particular subject, with a defined scope and duration, and specific learning outcomes.



<b>Course Requirement</b>	Assessments and/or deliverables that you are required to complete, such as assignments, papers, reports and other coursework.
<b>Full-Time Student</b>	An Undergraduate Student registered in 12 or more Credits per semester, or a Graduate Student registered in 9 or more Credits per semester. A Foundation Program student with contact hours of 15 hours or more.
<b>Part-Time</b>	An Undergraduate Student registered in less than 12 Credits per semester, or a Graduate Student registered in less than 9 Credits per semester. A Foundation Program student with contact hours of 14 hours or less.
<b>Credit</b>	A unit of measurement assigned to a course based on the total amount of learning time that counts toward a program or credential completion, at a particular level of the Qatar National Qualification Framework.
<b>Cumulative GPA</b>	The overall cumulative grade point average across multiple semesters in your program.
<b>Section</b>	A course offering distinguished from other identical course offerings by date, time, location, instructor, etc.
<b>Add Course</b>	The action where you register into additional courses during the add/drop period.
<b>Drop Course</b>	The action where you drop courses during the add/drop period thereby cancelling your course registration.
<b>Add/Drop Period</b>	A period of time at the beginning of each semester when you can adjust schedules by cancelling your course registration, registering into additional courses or changing course sections, defined in the approved academic calendar.
<b>Add Deadline</b>	The last day of the add period for you to add courses to your schedule.
<b>Drop Deadline</b>	The last day of the drop period as per the academic calendar.
<b>Academic Dismissal</b>	A decision of the University to revoke the enrollment status of a student from a program based on their academic standing.
<b>Course Repetition</b>	Re-enrollment in a course previously completed to improve the final grade or strengthen knowledge of a particular topic.
<b>Final Grade</b>	The grade assigned for the entire course when all final grade components of the course are completed.

<b><i>Exemption from Course</i></b>	A grade type indicating that a student has satisfied a course requirement through course transfer or challenge examination.
<b><i>Challenge Examination</i></b>	An examination that assesses a student's existing knowledge that may exempt the student from completing a course.
<b><i>Withdraw</i></b>	An action where a student withdraws from a course during the withdrawal period resulting in a withdraw grade.
<b><i>Withdrawal Period</i></b>	The timeframe determined by the University and extending from the end of the add\drop period until the middle of the semester.
<b><i>Withdraw Grade</i></b>	A final grade of W assigned and entered on the transcript to indicate a student's official withdrawal from a course within the withdrawal period.

What are the meanings of the icons shown next to courses in the online registration platform?

Icon	Term	Meaning
(★)	<i>Planned</i>	You are expected to enroll in this course
(♦)	<i>In Progress</i>	You are currently enrolled in this course
(✓)	<i>Satisfied</i>	You have passed this course
(✗)	<i>Not Satisfied</i>	You have not taken or passed this course
(⊗)	<i>Dropped</i>	You have dropped this course
(☑)	<i>Exempted</i>	You have received an exemption from this course
(←)	<i>Transferred</i>	Credits for this course have been transferred from within or from an external institution
(⚠)	<i>Course List Not Satisfied</i>	You have not satisfied the requirements for this course

## Online Registration Rules:

### Fall/Winter Semesters

Rules	Student Categories	Program Categories		
		<i>Diploma</i>	<i>Bachelors</i>	<i>Masters</i>
Minimum number of credits	Sponsored/International	12	12	9
Maximum number of credits	All students	18	18	9

### Spring/Summer Semesters

Rules	Student Categories	Program Categories		
		<i>Diploma</i>	<i>Bachelors</i>	<i>Masters</i>
Minimum number of credits	Sponsored/International	6	6	6
Maximum number of credits	All students	9	9	6

**Note:** Foundation Program students who have completed their English requirements are eligible to take up to two credit courses along with Foundation math. Foundation math is the priority course to complete.

## Responsibilities of a Student

The student/advisee has the responsibility to:

- Contact and stay in touch with the advisor.
- Schedule an appointment for advisement and attend; notify the advisor if it is necessary to cancel or change an appointment.
- Tell the advisor about potential career goals.
- Review the UDST Academic Catalog for policies, procedures and degree requirements; prepare questions for the advisor when clarification is necessary.
- Obtain a copy of the course planner and become familiar with courses to be offered in the upcoming semester that fulfill degree requirements.
- Seek guidance from the advisor on issues that affect academic performance. Ask for referrals to campus resources that the advisor thinks might be of benefit.

- Listen carefully to advisor recommendations. If confused, ask for clarification. If different course choices are preferred to meet degree requirements, ask the advisor for his/her opinion.
- Explore resources available through Career Services that will help establish and clarify the choice of major or minor, and career goals.
- Seek information from on-campus and off-campus resources that will facilitate progress toward academic, career and personal goals.

## Responsibilities of an Advisor

The advisor has the responsibility to:

- Provide guidance that promotes the advisee's learning to operate within the university community.
- Be knowledgeable and stay current with UDST policies, procedures, services and departmental requirements for degree programs.
- Encourage and guide the advisee to define and design clear and realistic educational plans.
- Help the advisee develop a planned progression of courses to meet degree requirements and maximize elective hour choices to enhance career, educational or personal interests.
- Encourage the advisee to review progress toward the goal of degree completion.
- Create a respectful and supportive atmosphere for the advising relationship.
- Listen carefully to what the advisee has to say. Be the advisee's advocate when necessary.
- Make appropriate referrals to campus resources when the advisee's needs are beyond the advisor's expertise or the advisee has special needs.
- Provide information and guidance to empower the advisee in making responsible decisions regarding academic and career goals.
- Help the advisee understand the application of coursework to the world of work.
- Maintain appropriate confidentiality of information

## Contact Information

### How to contact your Academic Advisor?

The screenshot shows the 'Student Homepage' with three main tiles: 'Academic Records', 'Financial Account', and 'Manage Classes'. Below these is a navigation bar with 'Student Homepage' and 'My Advisors'. The 'My Advisors' section is active, showing a table with columns for 'Advisor Name' and 'Phone'. The table is currently empty. On the left side of the 'My Advisors' section, there is a sidebar menu with options: 'Course History', 'View Grades', 'View Unofficial Transcript', 'Request Official Transcript', 'Enrollment Verification', 'View My Assignments', 'Transfer Credits', 'My Advisors' (highlighted), 'My Advising Notes', 'Apply for Graduation', 'Attendance and Grades', and 'View Advising Note'.

### How to contact Student Success and Counselling?

The Student Success and Counselling Department offers services to students including but not limited to:

#### Counselling Services:

- ✓ Family/Relationship
- ✓ Financial
- ✓ Harassment
- ✓ Health- Physical/Emotional
- ✓ Referrals
- ✓ Crisis intervention
- ✓ Grief and loss
- ✓ Special Needs/ Accommodations
- ✓ Student concerns

#### Career Services:

- ✓ Job Search Support, Work Term
- ✓ Success and career skill workshops
- ✓ Student Employment Program
- ✓ Continuing Education
- ✓ Career exploration

#### Academic Support Services:

- ✓ Help Centers
- ✓ Peer Tutoring Program
- ✓ Success skills workshops and resources



Home Page Link: <https://d2l.cna-qatar.edu.qa/d2l/home/45731>



## Additional Resources

### Video Manual

English: <https://www.youtube.com/watch?v=HiHmaZn7H44&t=2s>

Arabic: <https://www.youtube.com/watch?v=CDecCqnvqng>

