HIGHER COLLEGE OF TECHNOLOGY
ENGINEERING DEPARTMENT

Staff and Academic Advisors Handbook for Bylaws, Advising, Registration and CIMS

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Lecturer and Engineering Department Registrar
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A. Duties and Responsibilities of the Academic Advisor

1. Provide students with information on the academic requirements needed for graduation in a program.
2. Provide students with information related to Bylaws.
3. Provide students with information related to different specializations in the academic department.
4. Help students to select their specialization and future career.
5. Plan for the courses to be studied each semester according to Degree Audit and Bylaws.
6. Modify the plan according to the student progress.
7. Help students to solve problems related to clashes in timetables and unavailability of seats.
8. Help students to solve their academic problems and guide them how to overcome their difficulties in courses.
9. Analyze results of the students each semester to see the weaknesses and strengths in their performance in different courses.
10. Regularly meet with her/his advisees during the semester.
11. Track the attendance of her/his advisees in registered courses using CIMS and after receiving warning or no-show letters from their teachers.

B. Some Important Articles from Bylaws

SGPA= Semester GPA.
CGPA= Cumulative GPA (Level CGPA).
OACGPA= Overall CGPA.

1. The specialization study program at the Colleges of Technology is at three levels: Diploma (two years), Advanced Diploma (one year) and Bachelor (one year).
2. All the specialization programs follow the Credit Hour system. Each course (Theory or practical) has a number of taught Credit Hours (ex: 3 or 4). One Credit Hour is usually equivalent to one theory taught hour and to two practical hours.
3. The final mark for a student in a course will correspond to a Grade and each Grade corresponds to Grade Points given to the student in that course. The following table shows the range of marks and the corresponding Grades and Grade Points:
4. The Pass Grade for different courses are:
   - C grade or above for a Specialization requirement course (Ex: Digital Electronics).
   - C- grade or above for a Department requirement course (Ex: Calculus 1).
   - D grade or above for a College requirement course (Ex: Business Ethics).

5. The Semester GPA (SGPA) is the Grade Point Average got by a student for the courses studied during one semester.

   **Example: Calculation of the SGPA:**

   **2015 - 2016 (Semester 2)**

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Mark</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Points</th>
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<tbody>
<tr>
<td>ENTW1100</td>
<td>Technical Writing I</td>
<td>3</td>
<td>63</td>
<td>C-</td>
<td>1.7</td>
<td>3x1.7 = 5.1</td>
</tr>
<tr>
<td>CECE1100</td>
<td>Engineering Graphics</td>
<td>3</td>
<td>77</td>
<td>B</td>
<td>3</td>
<td>3x3 = 9</td>
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<tr>
<td>CHEM1100</td>
<td>Fundamentals Of Chemistry (Engineering)</td>
<td>3</td>
<td>68</td>
<td>C</td>
<td>2</td>
<td>3x2 = 6</td>
</tr>
<tr>
<td>ITAD1100</td>
<td>Advanced I T Skills</td>
<td>3</td>
<td>91</td>
<td>A</td>
<td>4</td>
<td>3x4 = 12</td>
</tr>
<tr>
<td>EEPW1240</td>
<td>Engineering Workshop</td>
<td>3</td>
<td>83</td>
<td>B+</td>
<td>3.3</td>
<td>3x3.3 = 9.9</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

   Semester GPA = Total Points/ Total Credit Hours = 42/15 = 2.80
6. The Cumulative GPA (CGPA) (Level CGPA) is the Cumulative Grade Point Average got by a student for the courses studied at one level.

7. The Overall CGPA (OACGPA) is the Overall Cumulative Grade Point Average got by a student for all the courses studied since the student has joined Diploma First Year.

8. Starting from the batch that has joined specialization departments at Semester 2 2010/2011, Diploma First Year and Second Year are considered as one level (Diploma Level) with one same CGPA and OACGPA.

9. The CGPA of Diploma level is separated from the CGPA of Advanced Diploma level which is separated from the CGPA Bachelor Level.

10. A student is considered as passed in any of the three levels if he/she passes all the courses of that level with a level CGPA≥2.0.

11. A student transfers from Diploma level to Advanced Diploma level if his/her Diploma level CGPA≥2.5 and TOEFL or IELTS external test grades≥450 or 4.0 respectively.

12. A student transfers from Advanced Diploma level to Bachelor level if his/her Advanced Diploma level CGPA≥2.75 and TOEFL or IELTS external test scores≥500 or 4.5 respectively.

13. A student must not be given mixed level courses if he/she is not able to get the required CGPA to move to the higher level even if he/she gets “A” grades in the remaining lower level courses. Also, a student must not be given mixed level courses if he/she hasn’t yet got the required TOEFL / IELTS grade.

14. When a student fails in a course, he must repeat the course in order to pass it. The second trial grade and Credit Hours replace the first trial grade and Credit Hours. But, if the student fails again and repeats the course for a third time or more, then all the grades and Credit Hours from the second trial and up will be considered in the Credit Hours and CGPA calculations.

15. At one level, a student can repeat in order to improve his/her CGPA up to three courses which he/she has already passed from the first trial but with grades ≤ C (i.e. courses that are neither failed nor repeated before). If the student fails in the second trial, then the fail grade will replace the pass grade and the student must repeat the course again in order to pass it.

16. A student must not register any course unless he/she passes its prerequisite course if it has a prerequisite (including prerequisites from Foundation Level).
17. A student can withdraw from only one of his registered courses during one semester.

18. At any semester X, the student will be under the first probation if his/her SGPA < 2.0 in the last semester.
   A student will be out of probation if his/her CGPA becomes ≥ 2.0 at the end of semester X, otherwise the student will be in the second probation during next semester (semester Y).
   A student will be out of probation if his/her CGPA becomes ≥ 2.0 at the end of semester Y, otherwise the student will be in the third probation during the semester after semester Y (semester Z).
   A student will be out of probation if his/her CGPA becomes ≥ 2.0 at the end of semester Z, otherwise the student will be dismissed from the college.

19. A student can appeal for the College Council to be reactivated for another semester with a fourth probation status if he/she has a chance to go out of probation.

20. The result of semester 3 will not be considered for a higher probation status. But a student can go out of probation after semester 3 if his/her CGPA becomes ≥ 2.00 at the end of semester 3.

21. A student will get the first warning if he/she is absent for 10% of the total hours for that course during a semester (without an acceptable excuse).

22. A student will get the second warning if he/she is absent for 20% of the total hours for that course during a semester (without an acceptable excuse).

23. A student will be debarred from the final exam in a course if he/she is absent for 30% or more of the total hours for that course during a semester (with or without an acceptable excuse). In this case the student is allowed to continue attending classes, doing other course work exams and submitting assignments until the start of final exams.

24. A student is considered as a no show if he/she is absent for two consecutive weeks within any period in the semester.

C. What advisors have to do at the start of each semester?

1. Check the “Advisor Advisee report” for the current semester for all students.
2. This report must be checked periodically especially during advising and registration days as well as during the semester. Check details of each student.
3. Identify new advisees.
4. Check the results of the last semester for all students:
5. Identify passed and failed courses and modify your plan for the projected courses for the current semester accordingly.
6. Identify Probation (First to Fourth) and Dismissal cases.
7. Check if some students have completed their courses at current level but CIMS still keeping them at the same level or not changing status to OJT. Submit such cases to your Section Registrar.
8. Check transcripts SGPA, CGPA and OACGPA. In case of mistakes, calculate the correct values and send for your Section Registrar.
9. Check transcripts for correct unified specialization for a student. For transcripts with mixed specializations, unify into one and re-calculate GPAs and send for correction.
10. Study cases of AD and DSY students transferred to OJT but still they have a chance to repeat courses to improve their CGPAs to move to next level. Forward such cases to your Section Registrar.

**My Advisees List.**

<table>
<thead>
<tr>
<th>SI No</th>
<th>Actions</th>
<th>Student No</th>
<th>ADV</th>
<th>REG</th>
<th>National Id</th>
<th>Student Name</th>
<th>Student Name Arabic</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>📊</td>
<td>12812100</td>
<td>4</td>
<td></td>
<td>11486813</td>
<td>Ali Hammam Harith Mansoor Al-Amri</td>
<td></td>
<td>Male</td>
</tr>
<tr>
<td>2</td>
<td>📊</td>
<td>12713310</td>
<td>7</td>
<td></td>
<td>12676147</td>
<td>Ali Mubarak Ali Al-Satt</td>
<td></td>
<td>Male</td>
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<tr>
<td>3</td>
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<td></td>
<td>0</td>
<td>07584355</td>
<td>Ammar Jamal Mohammed Al-Mazri</td>
<td></td>
<td>Male</td>
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<tr>
<td>4</td>
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<td>1271187</td>
<td>3</td>
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<td>6759295</td>
<td>Ammar Saleh Juma Al-Balouchi</td>
<td></td>
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<td>5</td>
<td>📊</td>
<td>16712412</td>
<td>0</td>
<td>0</td>
<td>12647532</td>
<td>Anwar Salem Khalfan Al-Asmi</td>
<td></td>
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<tr>
<td>6</td>
<td>📊</td>
<td>12712514</td>
<td></td>
<td>2</td>
<td>23445279</td>
<td>Anwar Amjad Mohammed Al-Khazali</td>
<td></td>
<td>Male</td>
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Or Advisor Advisee report.

### Student Details.

<table>
<thead>
<tr>
<th>Student Details</th>
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<tbody>
<tr>
<td><strong>Search My Advisee</strong></td>
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</tr>
<tr>
<td><strong>Update Image</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Info</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Details</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. **Search**
2. **Actions**
3. **Column Details**
4. **Update Information**
5. **Generate Report**
Student Data sheet.

Actions on “My Advisees”, Full Transcript.

Probation Students
SGPA, CGPA, OACGPA

<table>
<thead>
<tr>
<th>No</th>
<th>Actions</th>
<th>Student No</th>
<th>Flag</th>
<th>Mobile No</th>
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<th>OACGPA</th>
<th>CGPA</th>
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<th>TOEFL Mark</th>
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<td>407</td>
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</tbody>
</table>

D. Advising (For Full-Time Students).

1. **A student without probation:**
   - **Must** do self-advising for 15 Credit Hours for semester 1 and semester 2 and 6 Credit Hours for semester 3.
   - **Can** (If the student wants) do self-advising for 18 Credit Hours for semester 1 and semester 2 and 9 Credit Hours for semester 3 if his/her SGPA for the last semester is \( \geq 2.75 \).
   - **Can** do self-advising for 18 Credit Hours for semester 1 and semester 2 and 9 Credit Hours for semester 3 whatever his/her SGPA if these additional 3 Credit Hours will enable him/her to complete his/her current level during that semester.
   - **Can** do self-advising for 21 Credit Hours for semester 1 and semester 2 if his/her SGPA for the last semester is \( \geq 2.75 \) and these additional 3 Credit Hours will enable him/her to complete his/her current level during that semester (but only 9 Credit Hours for semester 3).

2. **A student with probation:**
   - **Must** do self-advising using CIMS for 12 Credit Hours for semester 1 and semester 2 and 6 Credit Hours for semester 3. No other alternatives for probation students.

3. **A mixed-level student:**
   - For semester 1 and semester 2, if the student CGPA and TOEFL / IELTS grade allows him/her to move to the higher level, then he/she must send a request for mixing with the higher level. The advisor will approve the request and mix level using CIMS. Then, the student must do self advising for the remaining courses from the lower level and courses from the higher level so that the total advised Credit Hours not exceeds 12.
- For semester 3 the student must do self advising for the remaining course from the lower level and one course from the higher level so that the total registered Credit Hours not exceeds 6 Credit Hours if he/she is eligible to move to higher level.
- College CAB decided that a student can mix up to 15 Credit Hours for semester 1 and semester 2 and up to 9 Credit Hours for semester 3 if his/her CGPA for the current level is ≥3.00 and he/she has the required TOEFL/IELTS grade.
- A student must not be allowed to mix level if he/she is not able to get the required CGPA to move to the higher level even if he/she gets “A” grades in the remaining lower level courses. Also, a student must not be allowed to mix level if he/she hasn’t yet got the required TOEFL / IELTS grade.
- Mixing is allowed only for two semesters. If after that a student can’t move to the higher level, whatever the reason, he/she must not be allowed to mix level again. The advisor must inform the Section Registrar to disable the mixing level case for such a student.
- Since Diploma First Year and Diploma Second Year are considered as one level, a DFY student must be advised for mixed courses in case he/she has less than 15 Credit Hours from DFY level (or 12 Credit Hours for probation students) so that the total advised Credit Hours are 15 (12 Credit Hours for probation students). The mixed DSY courses are only (Technical Communication and Business Ethics) and under Air Conditioning & Refrigeration specialization. A DFY student can be given mixed DSY courses from other specializations when the specialization committee approves that.

E. Advising (For Part-Time Students).

1. A student without probation:
   - Must do self advising for minimum 6 Credit Hours for semester 1 and semester 2 and 3 Credit Hours for semester 3. The maximum Credit Hours to be advised will be the same as specified for a Full-Time Student.

2. A student with probation:
   - Must do self advising for minimum 6 Credit Hours for semester 1 and semester 2 and 3 Credit Hours for semester 3. Maximum advised Credit Hours are 12 for semester 1 and semester 2 and 6 for semester 3
3. **A mixed-level student:**
- Same conditions to mix level for full-time students are applied for part-time students.
- The minimum mixed-level advised Credit Hours are 6 for semesters 1, 2 and 3. The maximum is the same for full-time students.

**General Notes About Advising.**

- All students that their status is “Studying” must do self-advising using CIMS.
- For any reason, a student must not advise for less or more Credit Hours than what have been fixed according to Bylaws.
- A course must not be advised with its prerequisite or before passing that prerequisite.
- A Diploma First Year students may have been transferred from foundation to specialization without passing Basic Math or IT for Foundation courses. Such students cannot be advised for Pure Math or Advanced IT Skills courses respectively.
- Both the practical and theoretical parts for courses must be advised in case they are separated.
- Failed courses in previous semesters must be advised first then other courses.
- A failed course must be advised even if the student will take a makeup or re-sit exam or has submitted an appeal for that course. Such a course must be deleted from the student subjects if the student gets a passed grade after the makeup or re-sit exam or the appeal result.
- For a probation student, the advisor should make sure that he/she advises four courses. Failed or passed courses from the first trial with grades $\leq C$ will take the first priority than other courses in order to enable him/her to go out of probation. If there aren’t four courses to be advised then must be at least three.
- Results of previous semesters give indication of the student’s ability. For weak performance students the priority is repeating courses to improve CGPA.
- Mixed level students must advise first lower level remaining courses then higher level.

- At the end of Self-Advising, the advisor should make sure that all “Studying” students have completed their Self-Advising with the correct number of courses according to Bylaws and suitable selection of courses. Otherwise, the advisor is allowed to make changes to the self-advised courses, but after discussing that with his/her concerned advisees.
- In case some of advisees haven’t self-advised any of their remaining courses, the advisor has to call them to clarify the reasons behind that. If they don’t reply, the advisor must send their names to the Section Registrar as Students Not Advised at All.

**Course Advising (By Advisor)**

**Checking Student TOEFL/IELTS grades**
Checking Mixing Level Request Send By Student.

Mixing Level Approval By Advisor.

Student Foundation Transcript Report.
F. Registration.

1. The advisor must be available at his/her office during registration period.
2. A student **must** register all the courses that he/she has done self-advising for them and according to bylaws.
3. It is better that students start registering general courses first then specialization courses.
4. During registration period, the advisor must not register any course to any student.
5. A student **must register both the practical and theoretical parts for courses that have both.**
6. At the end of registration period, the advisor must check that for all his/her advisees the number of advised “ADV” and registered “REG” courses are identical. Otherwise the advisor must see what are the courses that haven’t been registered using the report “Student Advised but Not Registered”.

7. For critical cases (Probation and Finishing Level students) that must register some courses but they can’t because of full sections or timetable clashes, their cases will be sent to the Section Registrar in order to register them during Add & Drop period.

8. Also, for not registered courses, a request must be send to the Section Registrar to add seats to specified sections according to student timetables in order to register them during Add & Drop period.
9. Advised courses should not be changed during registration period.
“ADV” and “REG” courses.

**Student Advised But Not Registered Report.**

**G. Add and Drop.**

1. The advisor must be available at his/her office during Add & Drop period.
2. A student can drop one course or more and add courses instead, considering that:
   - The dropped courses will not affect the student’s progression plan.
   - The remaining registered courses will be according to Bylaws.
   - A mixing-level student can’t drop a course from the lower level and replace it by another course from the higher level.
3. During Add & Drop the advisor can assist his/her advisees, especially critical cases, to get seats for them and register for them the remaining not registered courses.
4. The advisor must not register any course to a student if he/she hasn’t registered even one course of the advised courses and hasn’t shown to the advisor. Such cases should be sent to the Section Registrar as “Advised StudentsBut Not Registered At All”.

---

<table>
<thead>
<tr>
<th>ADV</th>
<th>REG</th>
<th>National Id</th>
<th>Student Name</th>
<th>Student Name Arabic</th>
<th>Gender</th>
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<td>6100813</td>
<td>Al-Hammam Harith Mansoor Al-Amri</td>
<td>مسعود المري</td>
<td>Male</td>
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<tr>
<td>7</td>
<td>4</td>
<td>8776147</td>
<td>Ali Mubarak Ali Al-Sait</td>
<td>???? ????? ?? ????????</td>
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<tr>
<td>6</td>
<td>6</td>
<td>6714355</td>
<td>Ammar Jamil Mohammed Al-Mazr</td>
<td>???? ?? ????? ?????????</td>
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<td>67179295</td>
<td>Ammar Saleh Juma Al-Baloshu</td>
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<td>0</td>
<td>567532</td>
<td>Anwar Saleh Khalfan Al-Asmi</td>
<td>???? ?? ????? ????????</td>
<td>Male</td>
</tr>
</tbody>
</table>
5. In case of shortage of seats in some courses, the advisor can replace the not registered courses by others with enough seats if the perquisite conditions are fulfilled and after informing his/her concerned advisees. The advisor can use the “Section Status” report to check the availability of seats.

6. Some students are intentionally leaving some courses without registration. During Add and Drop period the advisor must register the remaining courses to them and inform them.

7. The priority should be given for critical cases students to register some courses.

8. Any changes done on the advised courses and/or students timetables should be informed to the concerned students.

9. Softcopies of student timetables must be kept in the Advisory File of the advisor.

10. For all advisees the number of advised “ADV” and registered “REG” courses must be identical. Also, no more students and courses appear in the report “Student Advised but Not Registered” except for the not registered at all students.

11. The advisor must not send his/her advisees directly to the Section Registrar or Department Registrar or other Department Registrars or College Registrar or HOD to solve their registration problems, if such problems can be solved directly by him/her. The advisor can send an e-mail to the Section Registrar in case he/she can’t solve some problems. The advisor can send the student to the Department Registrar or HOD only when there is a request from the student that requires an approval from the Department Registrar or HOD.

**Actions on “My Advisees”, Timetable Registration – Current Semester.**
Timetable Registration

Section Status Report.

College Timetable Report.
H. Withdrawal from a Course.

1. A student can withdraw from one of his/her registered courses according to Bylaws.
2. The withdrawal period starts from the first day of Add & Drop until the end of the week that follows the last day of Mid-Term exams.
3. The student will send a request to withdraw from a course through CIMS.
4. The teacher of that course will receive a notification for the withdrawal request. When the teacher opens his/her “My Task List”, he/she will see the request and can approve the request. **The teacher must not approve the request in case of:**
   - The student is a no show in that course.
   - The student absence has reached 30% or more in that course.
5. The advisor of the student will receive a notification for the withdrawal request after the teacher approval. When the advisor opens his/her “My Task List”, he/she can approve the request. The advisor will not approve the request in case of:
   - The student has already withdrawn from another course.
   - The student has registered courses less than specified by Bylaws for any reason. To withdraw that course, the student should bring to the advisor a written approval from HOD or Department registrar.
   - If that course is a pre-requisite for many courses and will cause a delay in the student progression.
   - If the student is a mixed-level (except between DFY & DSY) and he/she wants to withdraw from a lower level course.

6. After the approval of the advisor, the course will be deleted from the student timetable. If the course has a separate practical part, the advisor must delete the practical course from the student advised courses.

7. The advisor must keep a softcopy of the new student timetable in his advisory file.

**Course Withdrawal Approval By The Teacher or Advisor.**
I. Class Attendance.

1. A teacher must get his/her class lists from the CIMS before classes start for both theoretical and practical courses.
2. For the first two weeks of teaching, the teacher must check his/her class lists at least twice per week for possible changes. Also, periodically during the semester, class lists must be checked (at least once each two weeks and before mid and final exams).
3. The teacher must take students attendance starting from the first day of teaching.
4. All teachers and technicians must use CIMS to upload student absences from both theoretical and practical courses, at least once a week.
5. Periodically the absent percentage of students in all courses should be checked.
6. When any student absence percentage reaches 10%, the CIMS will issue the first warning to the student. The teacher must inform the student and let him/her signs the warning letter. Also, the teacher must inform the student’s advisor and the Section Registrar. The same has to be done when the absence percentage reaches 20% (the second warning).
7. When a student brings a document that represents an acceptable excuse for his/her absence in one class, the teacher must not delete his/her absence from CIMS. That excuse can be considered in case the absence was from an exam.
8. When a student absence percentage reaches 30% (with or without acceptable excuse), the CIMS will issue a debar letter from the final exam to the student. The teacher must inform the student and let him/her signs the debar letter. Also, the teacher must inform the student’s advisor and the Section Registrar. In case of debar a student is allowed to continue attend classes and take other exams.
9. Within any period during a semester, if a student is absent from classes for two consecutive weeks, the teacher has to issue a no show warning to him/her and inform his/her advisor and the Section Registrar. After the no show warning the student is not allowed to attend any class unless he/she brings an approval to attend your classes from the HOD or the Department Registrar. However, still the debar warning apply to him/her in case his/her absence percentage has reached 30% (with or without acceptable excuse).
10. All registered students in a course must attend classes. A teacher is not allowed to exempt any student from attending classes for any reason not approved by the HOD.
Class list Report.

Uploading Students Absence.
Class list Absent Percentage Report.

Warning Letters (for one student) Report.

Warning Letters (for all students in a course) Report.
J. Marks and Grading.

1. At the end of each semester, the teacher has to upload into CIMS the marks for all students in his/her courses. The range of marks is from 0-100. The fraction of a mark must be rounded up before uploading.

2. For an absent from the final exam, a debarred or a no show student, the uploaded mark is his/her course work. A completely no show student in a course, but still in the class list, his/her mark will be “0”. The mark will be left as blank for a cheating case student.

3. The incidents of some students in the final exam of a courses (Absent, Cheating, ..etc) must be uploaded into CIMS.

4. After uploading marks, the teacher has to take a print out of uploaded marks, check that all uploaded marks are correct and keep a copy of marks list in the course file.
Student Incidents Uploading.

Mark List Report
K. Students Transcripts.

1. At the start of each semester, student transcripts have to be checked by the advisor. Some students may be have completed their courses at a certain level but the CIMS still keeping them at the same level or not changing their status to OJT. The Section Registrar has to be informed about such cases.

2. The advisor has to check SGPA, CGPA, and OACGPA for his/her advisees for possible mistakes.

3. For students that have mixed level between DFY and DSY with different specializations than their current specializations, their courses must be unified under the current specialization and SGPA, CGPA, and OACGPA must be recalculated.

4. For students that have taken re-sit or makeup exams or got some mark changes after an appeal, the advisor has to check that their marks have been updated and the new SGPA, CGPA, and OACGPA are correct.

5. Some students may have changed their specialization within Engineering, their courses must be unified under the new specialization and the courses that are not in the program of their new specialization must be changed to NC (Not Accredited) courses. Also, the new SGPA, CGPA, and OACGPA must be calculated.

6. DFY students transferred from other departments their courses must be unified under the DFY Engineering and SGPA, CGPA, and OACGPA must be recalculated. If some courses are not in Engineering program, they should be converted to NC (Not Accredited) courses. If some courses are equivalent to Engineering courses, they should be changed to the Engineering courses names and codes and accounted in the student Credit Hours. Also, the new SGPA, CGPA, and OACGPA must be calculated.

7. Some students may have transferred from other colleges outside the Colleges of Technology and exempted from some courses, their transcripts have to be updated.

8. For transcript corrections, the advisor has to send to the Section Registrar as an excel sheet for each transcript after marking corrections in a red font.

**Important Note:**

When any student gets F grades in all the courses that he/she has registered last semester, there is a high probability that he/she was a no show in all his/her registered courses. The advisor has to forward the student name to the Section Registrar.
L. The On Job Training.

1. The CIMS automatically changes a student status to OJT when he/she completes all his/her courses at DSY or AD levels and he/she is not eligible to move to the higher level due to CGPA or TOEFL/IELTS requirements. Also, CIMS automatically changes a student to OJT status when he/she completes all his/her courses at Bachelor level.

2. Sometimes, due to transcript errors, the CIMS will not change a student to OJT. When the advisor finds that a student has completed all his/her courses and still his/her status is “Studying”, the advisor has to inform the Section Registrar to change the status of the student. If a student transcript has errors, the advisor has to indicate them and forward it to the Section Registrar for corrections and status changing.

3. If a student wants to complete his/her study and still he/she has a chance to repeat courses to improve CGPA, the Section Registrar has to be informed to return the student status to “Studying”.

4. Every semester, the advisor has to forward the list of students that are eligible for OJT next semester to the OJT Coordinator of his/her section.

5. Also, the OJT Coordinator must list at the end of each semester the names of students whom status has changed to OJT in order to send them from OJT.

List of Students According to Status Report
M. What other actions an advisor can do to his/her advisees during the semester?

1. After announcement of Re-sit, Make-up exams and Appeals results, maybe there is a need to change advised and registered courses and re-calculate GPAs for some students.
2. The advisor has to meet his/her advisees regularly during the semester.
3. The advisor has to include Advising Hours in his/her timetable.
4. During Advising Hours the advisor can discuss all the problems facing his/her advisees and affecting their academic performance.
5. The advisor has to prepare an Advisory File (softcopy) that includes:
   - Advisees list with their basic data.
   - Student transcripts.
   - Student Timetables.
   - Degree Audits.
   - Warning letters and medical leaves and other documents related to his advisees.
6. In case an advisor receives a notification through CIMS of a Warning because of absence or an e-mail with a no-show letter for any of his/her advisees, he/she has to contact his/her concerned advisee to inform him/her and verify the reasons behind that absence.
7. The advisor has to reply e-mails that he/she receives from the Section or Department Registrar or some teachers for different issues related to his/her advisees.
8. The projection for the courses to be registered next semester by the students should be submitted to the Section Registrar within the specified deadline each semester.
9. The advisor has to inform his/her advisees about some important issues related to Bylaws, College Rules and Regulations, procedures for withdrawal and postponement, specializations in the department ..etc.

N. Some Other important notes for advisors.

1. The advisor should not send his/her advisees to the Section or Department or College or other DepartmentsRegistrars or HOD .The advisor can send e-mails in case that he/she can’t solve some problems related to courses, timetables, addition of seats, student activation, transcripts, changing of levels and others.
The advisor can send his/her advisee to the Department Registrar or HOD only when there is a request from the advisee that requires an approval from them.

2. Good Advising is highly affecting students performance.

3. With good and helpful advising, advisees will trust their advisors and accept their choices to them.

O. Staff Profile at CIMS.

1. A staff member must check and edit his/her profile at CIMS.

Checking and Editing User Profile

P. Lecture Timetable from CIMS.

Lecturer Timetable Report
Q. Specialization Programs at the Engineering Department HCT.

1. The Electrical and Electronics Engineering Section.
   - Biomedical Engineering. (Males & Females). Up to Bachelor level. (Currently, no new batches will be accepted for this specialization.)
   - Computer Engineering. (Males & Females). Up to Bachelor level.
   - Electronics and Telecommunication Engineering. (Males & Females). Up to Bachelor level.
   - Electrical Power Engineering. (Males only). Up to Bachelor level.

2. The Mechanical & Industrial Engineering Section.
   - Chemical Engineering. (Males & Females). Up to Bachelor level.
   - Mechanical Engineering. (Males only). Up to Bachelor level.
   - Oil and Gas Engineering. (Males only). Up to Diploma level.
   - Air Conditioning & Refrigeration Engineering. (Males only). Up to Diploma level.

3. The Architecture and Civil Engineering Section.
   - Civil Engineering. (Males & Females). Up to Bachelor level.
   - Architectural Engineering. (Males & Females). Up to Bachelor level.
   - Quantity Surveying Engineering. (Males & Females). Up to Bachelor level.
   - Land Surveying Engineering. (Males only). Up to Bachelor level.