

The advising process of EE students is mainly conducted by the department and Admission and Registration Affairs Unit.

**Advising by the Admission and Registration Affairs Unit:**

Newly enrolled students are provided with their first-semester program by the Admission and Registration Affairs Unit. Subsequently, they receive a password that allows them to register online for future semesters. During their enrollment in the first semester, students in the department are given a study plan outlining the required courses until graduation, which acts as a helpful roadmap. To avoid any obstacles during registration, students are informed about the necessary prerequisites. A registrar for scientific studies in the Admission and Registration Unit is responsible for maintaining student records and conducting regular checks based on the students' study plans. If any registration-related issues arise, the registrar communicates with both the student and the relevant department to resolve them.

**Advising by the EE Department:**

When students join the Electrical Engineering Department, they are assigned an academic advisor who is a full-time faculty member. This advisor remains with the student until graduation or until the faculty member departs from the department. Each faculty member is assigned a specific number of students to supervise upon their admission to the University.

The Academic Advisor's role is to:

- Inform students about relevant rules and regulations, especially regarding academic probation.
- Help students by advising them on their study plans, which they formulate as they enroll in department, and with their registration each semester.
- Ensure that the student is following the study plan set by the department as close as possible, and thereby follow all pre-requisites.
- Be available to meet with the students for consultations on all academic issues.
- Provide any further assistance that benefits the student.
- Moreover, advise the students of their career opportunities.

The academic advising form is provided here. [Academic Advising English.pdf](#)

Students with critical academic status are required to consult their advisors before registering. This ensures that the advisor can address any concerns regarding the courses to be taken and discuss strategies for enhancing the student's academic performance prior to registration. Particular emphasis is placed on supporting students with subpar academic records or those on probation, aiming to uplift their academic standing. Department members allocate specific office hours to assist students and address any queries they may have.