



جامعة أبوظبي
ABU DHABI UNIVERSITY

ACADEMIC ADVISING MANUAL



College of
Arts and Sciences

WSC
Senior College and
University Commission

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MESSAGE FROM THE DEAN



The College of Arts and Sciences at Abu Dhabi University offers a wide variety of professional programs in Arabic and English, but also underpins and reinforces all the other programs of the university. The college's three departments; Education, Applied Sciences and Mathematics, and Communication Studies and Languages, currently offer programs leading to the Masters of Science in Special Education, Master of Education in Leadership (MED), Post Graduate Professional Diploma in Teaching (in Arabic), BSc in Environmental Health and Safety, BSc in Public Health, BA of Arts in Persian Language, and BA of Arts in Mass Communication, and BA of Arts in Mass Communication (Arabic).

The faculty in the College of Arts and Sciences strive for excellence in teaching and exhibit a professional work ethic, and foster working relationships with students. Quality advisement and caring about the student as an individual is an essential component of the college experience.

Graduates from the programs of the College of Arts and Sciences are provided the preparation required for careers in their major areas of study. Central to this preparation is their development

as lifelong learners, with the communication and analytical skills necessary to function in our technical and diverse society. They are also provided with a curriculum which fosters understanding and appreciation of multi-cultural diversity, fine arts and humanities, science and technology, and the personal reward of learning and living.

An Arts and Sciences education makes you think. The span of opportunities it yields is unmatched.

At Abu Dhabi University you will enjoy the seminars and workshops. You will get an opportunity to discuss topics and concepts that enrich your creativity and thinking.

We expect our graduates to not only excel within their major areas of study but to also be knowledgeable and participating members of the local, national, and global community.

Each department in the College of Arts and Sciences establishes goals specific to their programs which lead to a quality education. We invite you to discover what makes us special, and confident that you will discover your own talent as well.

Dr. Hamdi Mustafa Sheibani

Interim Dean, College of Arts and Sciences

INTRODUCTION TO ACADEMIC ADVISING

Academic Advising: Mission and Objectives

The Academic Advising office was founded in 2011 as one of Abu Dhabi University's strategic initiatives to support students in achieving their potential and academic goals.

The mission of Abu Dhabi University Academic Advising Office is **to guide and support students during their academic journey to ensure they succeed in achieving their goals and career plans**. This is done through constant and consistent communication with each student by forming a partnership with faculty mentors and academic advisors to create and maintain a solid foundation of engaged learning, an inner drive for proactive participation, and a strong sense of personal responsibility.

Main Objectives of the Academic Advising office

1. Advise and assist students with respect to ADU policies and procedures.
2. Provide accurate and timely information regarding university requirements, policies, and procedures.
3. Guide and motivate students in developing themselves and taking more responsibility for planning their own academic career.
4. Act as a focal point between the students and the University in order to ensure that the students are fulfilling all their academic requirement.

Responsibilities of Academic Advisors

1. Advise and assist students with respect to ADU policies and procedures, resources, and programs.
2. Assist students with registration issues and offer guidance with course selection.
3. Identify options for students to satisfy specific degree requirements, evaluate and make recommendations on petitions, and make adjustments to the student's study plan.
4. Evaluate the students' level of development and uphold their growth by assessing the key factors and generating the required reports when necessary.
5. Work closely with the colleges and departments in order to provide vital information essential for the students' academic success.
6. Gather data through surveys, communications, and meetings in order to prepare reports when required.



The Role of the Faculty Mentor

University life can be a daunting enterprise for many students. The unfamiliar environment coupled with a heavy academic load can be enough to overwhelm anyone. Here in Abu Dhabi University, we are deeply committed to helping you succeed in college.

The faculty mentoring initiative is one such endeavor. It is designed to make your transition to college a smooth one. Our faculty mentors are here to guide and help you adjust to college life.

In the beginning of your freshman year, a faculty mentor will be assigned to you from University College. In your sophomore year, you will be assigned to a faculty mentor from your major.

The Faculty Mentor will:

1. Provide information about rules, regulations, and requirements governing specific degree programs to aid students make informed decisions.
2. Deliver general guidance related to the student's field of interest.
3. Assist students with their choices of majors and minors.
4. Provide comprehensive feedback regarding students' performance.
5. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

Who is My Faculty Mentor?

Sign into your PeopleSoft account, then follow the order:

Menu > Self Service > Academic Records > My Advisors

Responsibilities of Students

Successful advising is subject to a number of factors, all of which contribute to the overall success of a student. It is dependent on the shared understanding of, and commitment to, the advising process by students, advisors, and the university. Students will be informed of their academic responsibilities in the advising process.

The responsibilities of students include:

1. Recognizing the importance of the relationship with their advisors.
2. Getting the necessary information needed to understand the degree requirements in their respective degree programs.
3. Seeking the assistance of academic advisors/faculty mentors or other university resources on a regular basis.
4. Keeping their assigned academic advisors/faculty mentors informed of any academic difficulty and challenges they may be facing.
5. Taking full responsibility of their decisions in accordance with the best advice and information given.

ACADEMIC ADVISING SERVICES

Meet the College of Arts and Science Academic Advisor

Ms. Nouf Al Faisal

Academic Advisor (AD Campus)

MA, Zayed University, UAE

Tel: **+971 2 5015354**

Email: **Nouf.Alfaisal@adu.ac.ae**

Office Location: **D2F-54**

Ms. Israa Hussein

Academic Advisor (AA Campus)

BA in Business Administration, Abu Dhabi University, UAE

Tel: **+971 3 7090711**

Office Location: **AA Campus, First floor Dean's area, F37**

Email: **Israa.Hussein@adu.ac.ae**

Walk-in Advising:

Walk-in advising is available to assist students with general advising needs. Walk-in advising hours are from 9:00 am to 6:00 pm. Advisors will be available on a first come first served basis. Depending on advisors' availability and walk-in traffic, some wait time may be required.

Individual Advising:

For personalized guidance throughout college, students at all levels are advised to make use of individual advising where detailed questions and concerns are clarified about their degree program and help them develop strategies to maximize learning.

Academic Information:

The college offers a variety of minors. Please check with your advisor for any minor inquiries.

College of Arts and Sciences Undergraduate Admission requirements

Major	Gender	Direct Admission	Science	Literary
BA Mass Communication (Arabic)	Female	70%	Yes	Yes
BA Mass Communication	Male/Female		Yes	Yes
BSc Environmental Health & Safety	Male/Female	75%	Yes	No*
BSc Public Health	Female		Yes	No*

* Student from Literary track can be admitted conditionally with the recommendation and approval of the college dean. However, they should choose a second choice that accepts the literary track.

College of Arts and Sciences Curriculum and Study Plans

- Bachelor of Science in Mass Communication,
- Bachelor of Science in Mass Communication (Arabic)
- Bachelor of Science in Environmental Health and Safety,
- Bachelor of Science in Public Health,

Study Plans:

Please follow the below link for the Study plans:

<http://www.adu.ac.ae/programs.html#programslanding>

Internship requirements

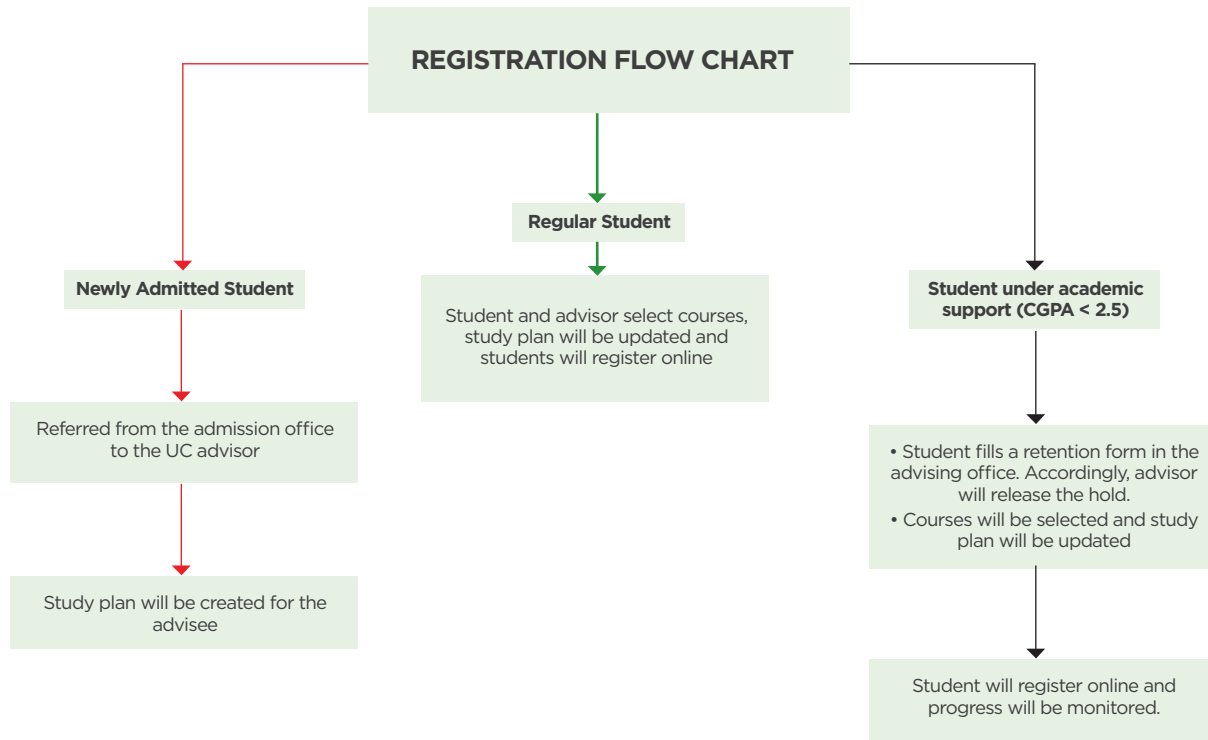
Internship is a supervised, training course which carries credit. Each internship will be planned and organized by the Career Development Department in conjunction with College of Arts and Sciences. Undergraduate students who have completed certain credit hours (80, 90 or 100 credit hours depending on the study plan) and have minimum 2.0 CGPA are eligible for internship. Students who are accepted into the internship program will be required to work for 240 working hours with the Company assigned to them under the Faculty supervision.



Graduation requirements:

Undergraduate students must successfully complete all course requirements, as well as other academic activities assigned to their specialized study plan. The CGPA of each undergraduate student must be at least 2.0 out of 4.0.

Registration Procedures (Abu Dhabi & Al Ain Campuses)



Forms and Applications

Link to online applications and forms: <http://www.adu.ac.ae/eservices.html#VMjlnE9friU>

Academic Support Services

Learning Support Center

The Learning Support Center (LSC) is an academic support resource designed to engage students in learning. It is essentially a hub where peer mentors, tutors and faculty work alongside students to realize their full potential and achieve their academic goals. The center fosters a conducive learning environment which is an avenue for students to hone their academic prowess and ultimately improve their academic performance in their courses.

The Learning Support Center is coordinated by Ms. Hala Nazmy and is championed by an elite team of peer mentors. It is located by the entrance of the library and is open from 10:00 AM – 5:00 PM on weekdays during fall and spring semesters. For a detailed schedule of mentors and faculty learning specialists, you may visit the center to view the schedule printout, or you may visit the LSC's intranet site on campus under “Student Support Services.”

If you are interested in being a part of our dynamic mentoring group, you may get in touch with Ms. Hala Nazmy at **02 501 5606** or send an email to LSC@adu.ac.ae

Writing Center

Successful students write well. The Writing Center supports writing for undergraduate and graduate students across the university by providing one-on-one workshops and consultations. The center aims to tailor supplemental writing instruction to match each individual, addressing different learning abilities and writing voices. The center also offers feedback and strategies that will support students in different stages of writing. Assistance is accessible to students from different disciplines, from freshman year, through graduate school.

The Writing Center is coordinated by Dr. Ashwitha Antony of University College. Together with a team of well-read, and versatile peer and faculty tutors, the center can guide you in writing effectively and successfully for academics. We are conveniently located by the entrance of the library and the center is open from 10:00 AM – 5:00 PM on weekdays during fall and spring semesters, with tutor schedules posted on the bulletin board outside the center. If you are interested in being a part of our brilliant group of writing tutors, you may get in touch with Dr. Ashwitha Antony at **02 501 5708**.

University College, through a set of general education courses, aims to prepare students with fundamental knowledge, skill and competency that will pave the way for them to transition to their majors successfully.

Career Development Department

The Career Development Department provides an all-inclusive approach to career development beginning with career awareness and career decision making and aims at helping students and graduates in developing, evaluating and executing their career plans. The Career Development Department focuses on experiential education opportunities throughout the academic year in tune with the requirements of the UAE labor market. Therefore, upon graduation, Abu Dhabi University students manage to get their way to the most prestigious companies in the country and reach higher in their career pursuit. The Career Development Department offers a range of services: Internships, career fairs, employer talks, to name a few.

If you would like to get in touch with them, send them an email at careers@adu.ac.ae

FAQ

Grade	Grade Point	Percentage	Meaning of the Grade
A	4.00	90-100	Excellent
B+	3.50	85-89	Very Good
B	3.00	80-84	Good
C+	2.50	75-79	Satisfactory
C	2.00	70-74	Satisfactory
D+	1.50	65-69	Poor
D	1.00	60-64	Poor
F (credit)	0	Less than 60	Fail
F (non-credit)	N/A	N/A	Fail
P (non-credit)	N/A	N/A	Pass
I	N/A	N/A	Assigned for Incomplete course work
T	N/A	N/A	Transferred Course
IP	N/A	N/A	In Progress
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal from a Course due to exceeding Absence Limit
CC	N/A	N/A	Course Continuation
H	N/A	N/A	Final grades on hold

How is my CGPA calculated?

1. For each course, multiply the grade points defined for the grade (A=4, etc.) by the credit hours of the course.
2. Add all of the Quality Points.
3. Add all of the credit hours taken at ADU.
4. Divide the sum of the Quality Points by the total credit hours.

What is an incomplete grade?

- An Incomplete grade is an agreement between the student and instructor indicating that the student's work in a course has been of passing quality but is not completed due to circumstances beyond the student's control. It does not count in the GPA nor are units counted towards graduation until the course has been completed and the final grade posted on the official transcript.
- If an Incomplete grade is not completed by the deadline, it converts to an F which does count towards the GPA.

What happens if I repeat a course?

Only the highest grade will be calculated in the CGPA.

What does probation mean?

- If the student's CGPA drops below 2.0 after completing at least 30 credit hours, he/she will be placed on academic probation in the following semesters until the student's CGPA improves to 2.0 or higher. As long as the student remains on probation, he or she will be limited to 12 credit hours in course credits per semester. Any student who is under academic probation is allowed to change major only once.
- If the student's CGPA remains below 2.0 at the end of the Spring semester in the following academic year, the student will be dismissed from the university and will become eligible to apply for re-admission to the university as specified in the re-admission policy.

How many semesters are there in ADU?

There are two regular semesters (Fall and Spring), and two optional (Winter and Summer).

How many credit hours can I register in a semester?

1. Full time undergraduate students carry a minimum load of 12 credit hours per semester. Part-time undergraduate students carry a load of less than 12 credit hours per semester.
2. The maximum number of credit hours per semester is 19.
3. If the appropriate Academic Advisor, Chair of the Department and Dean support the request, a student may register for up to a maximum of 21 credit hours in any fall or spring semester if the student's cumulative grade point average is equal to or greater than 3.00.
4. Any student with a GPA of at least 3.00 may register for up to 9 credit hours in any summer or winter term with the consent of the Dean.

What does “student with academic support” mean?

Any student whose CGPA is below 2.5 are students with academic support. Their accounts will be under academic hold, and they need to see their academic advisors in order for them to register in courses and improve their academic standing.

How do I know my faculty mentor?

Log in into SIS → Self Service → Academic Records → My Advisor



College of Arts and Sciences

For more information or to apply

Call Toll Free: **800 ADYOU (23968)**

Admission Inquiries: **admissions@adu.ac.ae**

Visit: **www.adu.ac.ae**

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