ACADEMIC ADVISING MANUAL

ABU DHABI UNIVERSITY
جامعة أبوظبي

College of
Engineering

Contents

MESSAGE FROM THE DEAN

Dear Engineering Students,

In the College of Engineering, we do everything possible to help you succeed in your study at ADU. We offer you the quality education you deserve from well-designed curricula based on international standards, to world-class faculty and state-of-the-art laboratory facilities. What remains to achieve timely and successful graduation is your devotion to learning and our guidance of you through academic advising.

Many students get delayed in their graduation because they don't seek the proper and constructive advice at the right time, but merely ask their friends about which courses to take every semester. The long chains of pre-requisites in most engineering curricula require careful advising to register the right courses at the right time. This is the role of the academic advisors in the College. However, faculty mentoring plays a different role in guiding you throughout your study at ADU. Your faculty mentor is the one to help you get better understanding of your major, enlighten you about your professional career after graduation, and assist you in identifying the right industry where to get a rewarding job.

I strongly urge you to seek guidance from both your academic advisor and faculty mentor in the College in order to graduate on time ready to compete and prove yourself in today's highly competitive market.

Professor Aly S. Nazmy,
Founding Dean, College of Engineering

INTRODUCTION TO ACADEMIC ADVISING

Academic Advising: Mission and Objective

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. Develop academic programs that are consistent with students' goals and actual strengths to support them in the challenge of making plans and taking decisions that are relevant to their interests and appropriate to their level.
2. Advise and assist students with respect to ADU policies and procedures.
3. Provide accurate and timely information regarding university requirements, policies, and procedures.
4. Guide and motivate students in developing themselves and taking more responsibility for planning their own academic career.
5. Act as a focal point between the students and the University in order to ensure that the students fulfill all their academic requirements.

Responsibilities of Academic Advisors

1. Advise and assist students with respect to ADU courses 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.

The Role of the Faculty Mentor

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. 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 degree programs to aid students in making informed decisions regarding their majors and minors.
2. Deliver general guidance related to the student's field of interest.
3. Assist students with their choices of majors and minors.
4. Mentor students throughout their academic journey in ADU.
5. Provide comprehensive feedback regarding students' performance.
6. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

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 degree requirements in their respective degree program.
3. Seeking the assistance of advisors/faculty mentors or other university resources on a regular basis.
4. Keeping their assigned 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 Engineering Academic Advising Team

Ms. Jesel Talao
Academic Advisor (AD Campus)
BSBA, MBA, Abu Dhabi University, UAE
Tel #: **+971 2 5015367**
Email: **Jesel.Talao@adu.ac.ae**

Ms. Hiba Ali
Academic Advisor (AA Campus)
Tel #: **+971 3 7030831**
Email: **Hiba.Ali@adu.ac.ae**

Mr. Nolan Asares Dalapo
Academic Advisor (AD Campus)
AB–Econ. minor in Math, MA in Teaching
Tel #: **+971 2 5015370**
Email: **nolan.dalapo@adu.ac.ae**

Walk-in Advising:

Walk in advising is available to assist students with general advising needs. Walk-in advising hours are from 9am to 6pm. 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.

MINORS AT COLLEGE OF ENGINEERING

Interior Design Minor			18 Credit Hours
Course Code	Course Title	Prerequisite(s)	Credit Hours
IND 240	Color Theory in Design Applications	Nil	3
IND 290	Furniture Design	IND215 or DES210 or ARC 280	3
IND 335	Textiles	IND290	3
IND 315	Interior Design Studio III	IND275 or ARC250	3
IND 340	Interior Design Studio IV	IND315 + IND335	3
IND 415	Interior Design Studio V	IND340 + Senior Status	3
Note: Only for Architecture Students			

Electrical Engineering Minor			18 Credit Hours
Course Code	Course Title	Prerequisite(s)	Credit Hours
CEN 201	Electric Circuits	CEN 200 or PHY 201	3
EEN 220	Electric Circuits II	CEN 201	3
CEN 304	Electronic Devices and Circuits	CEN 201	3
EEN 360	Electronics Circuits	CEN 304	3
CEN 320	Signals and Systems	MTT 205	3
EEN 365	Control Systems	MTT 204 + CEN 320	3

- Computer Engineering students need to additionally take any EEN3XX course
- MEC390: Electromechanical Devices replaces CEN201: Electric Circuits for Mechanical Engineering Students
- MEC410: Control Systems replaces EEN365: Control Systems for Mechanical Engineering students
- Additional courses may be required as pre-requisites to the Minor courses

Computer Engineering Minor			18 Credit Hours
Course Code	**Course Title**	**Prerequisite(s)**	**Credit Hours**
CEN 200	Introduction to Electrical and Computer Engineering	MTT 102	3
CSC 303	Digital Logic Design	MTT 102 + CEN200	3
CEN 466	Advanced Digital System Design	CSC 303	3
CEN 305	Microprocessors and Firmware Programming	CSC 201	3
CEN 405	Embedded Networks	CEN 305 + CSC 305 (Co)	3
CSC 202	Object Oriented Programming	CSC 201	3

- Electrical Engineering students need to additionally take any CEN4XX course
- Additional courses may be required as pre-requisites to the Minor courses

Construction Management Minor			18 Credit Hours
Course Code	**Course Title**	**Prerequisite(s)**	**Credit Hours**
CMT 120	Building Equipment and Methods	ENG 100	3
CMT 200	Introduction to Construction Management	ENG 200	3
CMT 230	Specifications, Codes and Quantity Takeoff	ENG 100	3
CMT 232	Mechanical & Electrical Systems in Building (MEP)	CMT 120	3
CMT 242	Construction Cost Estimating	CMT 230 & CMT 120	3
CMT 331	Construction Scheduling, Planning & Control	CMT 242	3
CMT 335	Principles of Construction Safety & Health	CMT 200	3
CMT 499	Special topics in construction	Senior Status	3

- Only for Civil Engineering, Architecture, Landscape Architecture and Interior Design Students

ACADEMIC INFORMATION

College of Engineering Undergraduate Admission requirements

Direct Admission to the College:

A minimum average of 80% or its equivalent in the UAE National Secondary School Certificate can be directly admitted to the College of Engineering. Students from the literary stream in high school or equivalent could be admitted only to four programs at College of Engineering without needing the Dean's recommendation:

a.   Interior Design,

b.   Architecture,

c.   Aviation and

d.   Information Technology

However, students from the literary stream in high school or equivalent can still join any of the other College of Engineering programs upon the Dean's recommendation based on their high school record in math and science courses, or if they hold a diploma in a scientific major. Students from the Scientific or Industrial/Vocational/Technical streams or equivalent could be admitted to any of the College programs.

All College of Engineering students must take the Math Placement Test (MPT) administered by the University College. Based on the MPT result, students will be placed in one of the following math courses depending on their program of study: MTG 100, MTT 101, or MTT 102. Students are allowed to take the MPT only once. Students who will take MTG 100 as a remedial course (i.e., it is not part of their curriculum) must pass it with a minimum grade of C before taking MTT 101. The same minimum requirement applies to students taking MTT 101 as a remedial course.

The following condition applies to Bachelor of Architecture program:

All applicants to the Bachelor of Architecture Program are required to submit or present a portfolio of graphic work for evaluation as part of the admission requirements. The portfolio should demonstrate creativity and/or artistic skill; it may include freehand drawings, paintings, furniture, sculpture, craft objects, creative photography, construction projects, etc. Applicants can be selectively interviewed by two members of the teaching staff. The staff will be looking for a genuine interest in the subject demonstrated by background reading, current affairs, and, where possible, work experience. The interviewers are looking for evidence of creative intent.

Conditional Admissions to the College

Applicants whose UAE National Secondary School Certificate average is below 80% or its equivalent will be granted conditional admission to the College. (Intended Majors)

The table below summarizes the types of admission into COLLEGE OF ENGINEERING:

Required Scores	Direct Admission	**Conditional Admission	**Conditional Admission with Dean's Approval
UAE National Secondary School certificate	Min. 80% or its equivalent	Min. 65% or its equivalent	50-64.9% or its equivalent with Diploma
Vocational certificate / Commercial/ Technical Certificate	Min. 80% or its equivalent	Min. 70% or its equivalent	Min. 65% or its equivalent

These students have to meet the following conditions to be eligible to formally join the College and confirm/declare their major:

1. 1Completion of a minimum of 18 and a maximum of 30 credit hours, including transferred credits, with a minimum CGPA of 2.0. Failure to achieve a CGPA of 2.0 will result in repeating courses until the GPA is raised to 2.0. Students are allowed maximum 2 repeats for the same course/level.

2. Completion of the following courses as part of the 30 credit hours required: UNS102, ENG200, and MTT101 (if a required course).

College of Engineering Curriculum and Study Plans Programs

- Bachelor of Architecture
- Bachelor of Science in Interior Design
- Bachelor of Science in Aviation
- Bachelor of Science in Information Technology
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Chemical Engineering

Please follow the below link for the Study plans:

Please follow the below link for the Study plans: http://www.adu.ac.ae/programs.html#ugprograms

Double major declaration

College of Engineering undergraduate students may declare and complete two undergraduate majors, with the understanding that the student receives one baccalaureate degree upon graduation. Students who wish to complete two majors must first satisfy the entry requirements of both majors and then must take all the courses required for both majors.
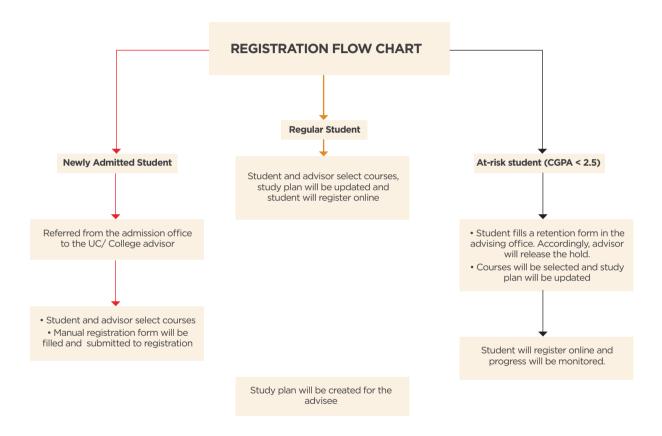
Internship requirements

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 Engineering. Undergraduate students who have completed the pre-specified credit hours and have a 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 (for Aviation Majors: 160 working hours).

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)

REGISTRATION FLOW CHART

Regular Student

Student and advisor select courses, study plan will be updated and student will register online

Study plan will be created for the advisee

Newly Admitted Student

Referred from the admission office to the UC/ College advisor

- Student and advisor select courses
- Manual registration form will be filled and submitted to registration

At-risk student (CGPA < 2.5)

- Student fills a retention form in the advising office. Accordingly, advisor will release the hold.
- Courses will be selected and study plan will be updated

Student will register online and progress will be monitored.

FORMS AND APPLICATIONS

Link to online applications and forms: **http://www.adu.ac.ae/eservices.html#.VMjlnE9frIU**

ACADEMIC SUPPORT SERVICES

Tutorial Services

Below are the names of our Teaching/Lab Assistants in College of Engineering. Engineering students who may need extra tutorial with regards to their major courses, please visit your Teaching/Lab Assistant as per their discipline.

Mechanical Engineering			
Name	**Email Address**	**Office Location**	**Contact #**
Engr. Nasser Al Khudhiri	nasr.alkhudhiri@adu.ac.ae	2F-102	02-5015311
Engr. Abid Azeez	abid.azeez@adu.ac.ae	2F-127	02-5015816
Civil Engineering			
Engr. Omar Fawwaz Abbas	omar.fawwaz@adu.ac.ae	2F-208	02-5015376
Engr. Waddah Al Hawat	waddah.alhawat@adu.ac.ae	2F-206	02-5015377
Engr. Akram Abdu Saif	akram.almarqab@adu.ac.ae	2F-238	02-5015609
Computer & Electrical Engineering			
Engr. Samer Samr Ali	samr.ali@adu.ac.ae	1F-101C	02-5015270
Engr. Yasmina Khalil	yasmina.alkhalil@adu.ac.ae	A2F-29	02-5015342
Engr. Mohamed Khouya	mohamed.khouya@adu.ac.ae	C2F-276	02-5015351
Chemical Engineering			
Engr. Elron Gomes	elron.gomes@adu.ac.ae	D1F-101D	02-5015259
Architecture & Design			
Ms. Ayah Hammash	ayah.hammash@adu.ac.ae	2F-214	02-5015359
Ms. Aya Dibajeh	aya.dibajeh@adu.ac.ae	1F-120D	02-5015991
Mr. Ahmed Alawawda	ahmed.alawawda@adu.ac.ae	1F-112	02-5015262

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 in Abu Dhabi Campus, Mr. Shannon Glasgow in Al Ain Campus, working side by side with 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 on the bulletin board.

If you are interested in being a part our dynamic mentoring group, you may send an email to LSC@adu.ac.ae or you may get in touch with the coordinators as listed below.

Ms. Hala Nazmy - 02 501 5606 (University College, Abu Dhabi campus)
Mr. Shannon Glasgow – 03 709 0740 (University College, Al Ain campus)

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 available to students of different disciplines, from freshmen year, through graduate school.

The Writing Center is coordinated by Ms. Sura Qiqieh in Abu Dhabi campus and Mr. Juned Bukhari in Al Ain Campus. 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.   It is conveniently located by the entrance of the library and the center 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 our brilliant group of writing tutors, you may get in touch with the coordinators as listed below.

Ms. Sura Qiqieh – 02 501 5650 (University College, Abu Dhabi campus)
Mr. Juned Bukhari – 03 709 0731 (University College, Al Ain campus)

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

What is an "X" grade?

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)	N/A	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 GPA Hours taken at ADU
4. Divide the sum of the Quality Points by the GPA 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 hour 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. A student may register for up to a maximum of 7 credit hours in any summer or winter term. Any student with a GPA of at least 3.00 may register for up to 9 credit hours in any summer or winter term.

What does student with academic support mean?

- Any student whose CGPA is below 2.5 are considered at-risk. 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 stand.

How do I know my faculty mentor?

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

College of
Engineering

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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