ACADEMIC ADVISING MANUAL

جامـعـة أبـوظـبي
ABU DHABI UNIVERSITY

University College

Contents

MESSAGE FROM THE DEAN

As dean of University College, I am pleased to welcome you to Abu Dhabi University.

University studies can both be an exciting and overwhelming time for you. The transition into majors is challenging yet rewarding at the same time. I firmly believe that students can maximize learning and growth with the continuous support from faculty and staff. Abu Dhabi University is involved in steering students to success through academic advising. We are committed to transforming your educational experience through multidisciplinary and experiential learning.

Moving forward, our academic advisors and faculty mentors will work hand in hand with you, to make informed decisions and take responsibility, in order for you to realize and achieve your academic goals.

Dr. Sreethi Nair,
Dean, University College

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 fulfil 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.
5. Evaluate the students' level of development and promote 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. Mentor students throughout their academic journey in ADU.
4. Provide comprehensive feedback regarding students' performance.
5. Meet the at-risk students 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 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 for their decisions in accordance with the best advice and information given.

ACADEMIC ADVISING SERVICES

Meet the University College Academic Advisor

Ms. Rachelle Rodriguez
Academic Advisor (AD Campus / AA Campus)
BSc University of the Philippines
Tel #: **+971 2 5015748**
Email: rachelle.rodriguez@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.

GENERAL EDUCATION COURSES OF UNIVERSITY COLLEGE

The University College at Abu Dhabi University, through the set of General Education courses aims to prepare the students with fundamental knowledge, skill and competency that prepare students for their success in the majors and personal and professional life after graduation.

Course Code	Course Title	Prerequisite(s)	Credit Hours
ARL100 (A)	Communication Skills in Arabic I (A)	No Prerequisite	3
ARL100 (E)	Communication Skills in Arabic I (E)	Arabic as Second Language in High School / Non-Native Arabic Speaker	3
CRT301	Critical Thinking	UNS102 + ENG200	3
CRT301 (A) *	Critical Thinking	UNS102 (A)	3
ENG100	English I	No Prerequisite	2
ENG100 (A) ***	English Skills (1) (For Law Majors)	No Prerequisite	2
ENG100 (MA) **	English I (For Mass Com. In Arabic Majors)	No Prerequisite	3
ENG200	English II	"C" grade in ENG100 + UNS102	3
ENG200 (A) ***	English Skills (2) (For Law Majors)	"C" grade in ENG100 (A) + UNS102 (A)	3
ENG200 (MA) **	English Skills (2) (For Mass Com. In Arabic Majors)	"C" grade in ENG100 (MA) + UNS102 (A)	3
ENG300	Technical Communication for Business and Humanities	ENG 200	3
ENG305	Technical Communication for Engineering and Science	ENG 200	3
INE300	Fundamentals of Innovation and Entrepreneurship	No Prerequisite	3
ISL100 (A)	Islamic Culture (A)	No Prerequisite	3
ISL100 (E)	Islamic Culture (E)	Arabic as Second Language in High School / Non-Native Arabic Speaker	3
ITE100	Introduction to Information Technology Applications	No Prerequisite	3
ITE100 (A) *	Introduction to Information Technology Applications (For Law and Mass Com. In Arabic Majors)	No Prerequisite	3
MTG100	College Mathematics	No Prerequisite	3
MTG100 (A) **	College Mathematics (For Mass Com. In Arabic Majors)	No Prerequisite	3
MTT101	Mathematics for Science & Technology	"C" grade in MTG100 or Math Placement Test	3
MTT102	Calculus 1	"C" grade in MTT101 or Math Placement Test	3
NSC201	Natural Sciences	No Prerequisite	3
NSC201 (A) **	Natural Sciences (For Mass Com. In Arabic Majors)	No Prerequisite	3
PHI300	Professional Ethics	ENG200	3
PHI300 (A) *	Professional Ethics (For Law and Mass Com. In Arabic Majors)	UNS102 (A)	3
PSY201 (A) *	General Psychology (For Law and Mass Com. In Arabic Majors)	UNS102 (A)	3
UNS102 (A)	University Study Skills	Law Major	3
PSY201	General Psychology	ENG100 + UNS102	3
SOC201	UAE and GCC Society	ENG100 + UNS102	3
SOC201 (A) *	UAE and GCC Society (For Law and Mass Com. In Arabic Majors)	UNS102 (A)	3

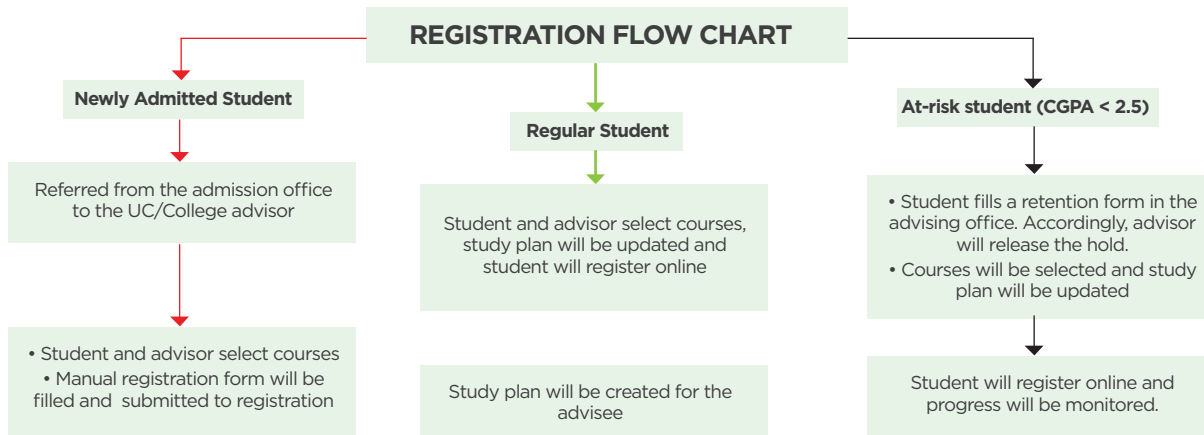| STT100	General Statistics	No Prerequisite	3
STT100 (A) *	General Statistics (For Law and Mass Com. In Arabic Majors)	No Prerequisite	3
UNS102	University Study Skills	No Prerequisite	1
UNS102 (A) *	University Study Skills (For Law and Mass Com. In Arabic Majors)	No Prerequisite	1

University College Courses and ELI courses

Students enrolled in the English Language Institute (ELI) are allowed to take some UC General Education courses while they are taking their ELI courses at Abu Dhabi University.

The following are the General Education courses allowed with the ELI courses:

Level of study in the ELI	Level of study in the ELI	UC permitted courses
IELTS 2	Up to 3 UC courses	ARL 100/105; ISL 100; ITE 100; UNS 102; MTG 100 (max. 9 hours)
IELTS 1	Up to 2 UC courses	ARL100/105; ISL 100 (max. 6 hours)
GENERAL ENGLISH 2	Up to 2 UC courses	ARL100 or ISL100 (max. 3 hours)
GENERAL ENGLISH 1	Not allowed	Not allowed

Registration Procedures (Abu Dhabi & Al Ain Campuses)

REGISTRATION FLOW CHART

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

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

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.

- INE300 is offered as an open elective until the end of academic year 2016 - 2017
* Courses for Law and Mass Communication in Arabic students
** Courses for Mass Communication in Arabic students
*** Courses for Law students

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 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 peer mentors and faculty learning specialists, you may visit the center to view their 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 freshman 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 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 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)

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)	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 Credit Hours.
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 hour per semester is 19.

3. If the appropriate Academic Advisor, Chair of the Department and Dean support the request, a student may register 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 up to a maximum of 6 credit hours in any summer or winter term.

What does at-risk student 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 standing.

How do I know my faculty mentor ?

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

University College

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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