

Please Read this File Carefully

- Student will make the advising online and Once he press **ADD to Payment order** for his courses the system will automatically **approve** his chosen courses upon the advising rules and regulations (will be explained below) then he will print his payment order (PO) and go to the bank to pay his fees and then **upload** his PO to activate his courses from the finance department as usual.
- All students' advising will be revised from the advisor side. If there is any problem, CIC will call the student to see the advising unit.

Advising Rules and Regulations:

1- Advising Dates

| Cohort | Day/Date |
|-------------------|--|
| From 2004 to 2014 | Wednesday 12/9/2018 - Thursday 13/9/2018 - Thursday 20/9/2018 - Friday 21/9/2018 |
| 2015 | Friday 14/9/2018 - Saturday 15/9/2018 - Saturday 22/9/2018 - Sunday 23/9/2018 |
| 2016 | Sunday 16/9/2018 - Monday 17/9/2018 - Monday 24/9/2018 - Tuesday 25/9/2018 |
| 2017 | Tuesday 18/9/2018 - Wednesday 19/9/2018 - Wednesday 26/9/2018 - Thursday 27/9/2018 |

2- Advising will Start in date 8/9/2018 to Date 27/9/2018.

3- Add and Drop without deduction: Start Date 23/9/2018 to Date 27/9/2018

4- Late Advising will Start in date 29/9/2018 to Date 4/10/2018.

5- Withdraw with deduction start at 30/9/2018 to Date 6/12/2018

6- Maximum Credit Hours and Number of Courses according to student CGPA.

| Cohort | Concentration | CGPA_from | CGPA < = | max_Courses | max_Credits |
|---|---------------------------------|-----------|----------|-------------|-------------|
| From 2012 to 2017 and all old cohort transferred to MECA or ARC Major | ELEC - ARC - CIVIL - MECA - IND | 3 | 4 | 8 | 21 |
| | | 2 | 3 | 7 | 18 |
| | | 1.5 | 2 | 6 | 15 |
| | | 0 | 1.5 | 5 | 12 |
| Cohort | Concentration | CGPA_from | CGPA < = | max_Courses | max_Credits |
| From 2004 to 2011 | MANUF - CIVIL Old - ELEC Old | 3 | 4 | 7 | 21 |
| | | 1.7 | 3 | 6 | 18 |
| | | 0 | 1.7 | 4 | 12 |

Note: Student can add Field Training 1/ Field training 2 in addition to your allowed courses and credit.

7- To Register 291 Field Training 1/ 391 Field training 2

- To register (Field training 1), student must have at least **100 credit hours** finished.
- To register (Field training 2), student must have at least **135 credit hours** finished and **pass in Field training 1.**

8- Graduated student Definition

| | |
|------------------------------|--|
| ما هو تعريف الطالب الخريج | |
| Graduated Student Definition | Finished Credit hours \geq 120 Credit Hours |

9- For registering **Graduation Project 1**, Student must finished **103 credit hours or More**

10- Always keep the major sheet in front of you while doing your advising.

11- You must register any previous level courses first, i.e. failed and delayed courses.

12- Do not register courses of a higher level than yours, even if you finished their prerequisite. The priority is for your current level (or previous) courses.

13- The priority is for registration is the core course for each academic track.
For example : Mathematics 1 will open Mathematics 2

Mathematics 2 will open Mathematics 3

Mathematics 3 will open Mathematics 4

And so on

14- Register all courses with the same group name (Ex: if you registered a lecture in a group named (4A or 4B or 6A, etc...), register the tutorial in the group with the same name (4A or 4B or 6A, etc...) And when you register another course also register it in the group with the same name (4A or 4B or 6A, etc...).