“Academic Advising refers to situations in which an institutional representative gives insight or direction to a college student about an academic, social, or personal matter” (Kuhn, p. 3)
This Academic Advising Handbook belongs to:

Student Name: ......................................
...........................................................................
Student ID: ..............................................

Disclaimer:
While we had invested every effort to make this 2014-2015 Academic Advising Handbook accurate and up to date; some information may have been changed between the printing date and actual distribution of this handbook.
WELCOME TO Gulf University for Science and Technology
A message from the Director of Student Success Center

Dear Gust Students,
I am very happy to welcome you to the Student Success Center!
The Student Success Center is a University-wide program which provides services and support to all undergraduate students. Its mission is to ensure the success of students attending the Gulf University for Science and Technology. Its services include Tutoring, Learning Assistance, Academic Advising, Personal Counseling, Tracking and Monitoring of student academic progress, Study Skills Seminars, Academic Workshops and other related academic enhancements. The SSC achieves its mission through the commitment and dedicated work of a team of Specialists, Counselors, Academic Advisors, Peer Advisors and Tutors. The Director of the Student Success Center, under the supervision of the Dean of Student Affairs, with the entire SSC team and the GUST University community work together to ensure that all students are offered the required services needed for a successful university experience at GUST.

Please refer to the information in this handbook to help you get started in our programs for the 2014-2015 terms. We also invite you to stop by the Student Success Center to learn about the many other resources that our office has available to assist you in making assertive decisions regarding your academic professional life. We welcome you to visit our center located at N3-101 to learn more about our services.

We at the SSC welcome you and look forward to working with you. Our goal is to help you navigate the rest of your college years successfully so your experience at GUST is the best it can be.

Have a fantastic academic year!
Sincerely,

Baseema Dana
Director, Student Success Center
Mission Statement
The Student Success Center is a University-wide program which provides services and support to all undergraduate students. Its mission is to ensure the success of students attending the Gulf University for Science and Technology. Its services include Tutoring, Learning Assistance, Academic Advising, Social Counseling, Tracking and Monitoring of student academic progress, Study Skills Seminars, Academic Workshops and other related academic enhancements. The SSC achieves its mission through the commitment and dedicated work of a team of Specialists, Counselors, Academic Advisors, Peer Advisors and Tutors. The Director of the Student Success Center, under the supervision of the Dean of Students Affairs, with the entire SSC team and the GUST University community work together to ensure that all students are offered the required services needed for a successful university experience at GUST.

SSC Services
Services offered by the Student Success Center are:

Academic Advising
Individual and group Academic Advising is available through the SSC for undergraduate students who have credits between 0 and 45 and their GPA is equal to and above 2.00 point. Specialists assist students with educational planning, course selection, and other related academic requirements.

Peer Academic Advising Program - GURU
Peer Academic Advisors – GUST GURUs are honor students who serve as peer advisors under the supervision of Lead academic advisor to provide academic advisement and serve as mentors for freshmen students.

Retention Services
The Retention Program is designed for students at academic risk and in need of individual personalized one-to-one academic guidance. The Lead Retention Specialist and Retention Coordinators work with students who are experiencing difficulty in their classes at GUST.

An Early Warning Program
This program is created for Faculty members to refer students to the center for assistance and early intervention. Individual Educational Plans are created for students at risk and specialized support services are provided to students who have been placed on academic probation. The goal of this program is to ensure student success throughout their academic life.
Learning Services

Peer Tutoring
Individual and Group Tutoring is available at the Tutoring Center for all undergraduate students in a variety of subjects, ranging from Mathematics to English to more Core-related subjects. Peer Tutors are honor undergraduate students who are trained to assist their peers in achieving academic success under the supervision and mentorship of the lead Learning Specialist.

SSC Workshops and Events
Various workshops are offered throughout the year on topics relating to study skills and healthy lifestyles.

Personal Support

Counseling Services
Personal counseling services are offered to all undergraduate students by professional and certified counselors. Students encounter numerous obstacles during their university lives, such difficulties could be related to academics, domestic concerns and other social factors. The role of the counselor is to provide mentorship and guidance to students in need of social personal counseling. Healthy-living workshops will be offered in topics ranging from Stress Management to Coping Skills and more.

Disability Services
The Disability Services program is conducted by the Disability Services Coordinator and monitored by the Student Success Center Director. This program offers help to students with documented disabilities. Students are evaluated by a specialist and services are provided on the basis of the presented need. The goal for this program is to provide accommodation services to students in need and to encourage their continued growth and progress at GUST.
TEAM

together
everyone
achieves
more
MEET US
The SSC Team

Basema Da’na
Director of the Student Success Center
Dana.b@gust.edu.kw

M.A. in Learning Disabilities, Columbia University, New York. B.A. in Journalism & Mass Communication, specializing in Public Relation & Advertising, minor in Psychology, the American University in Cairo. Basema has been working in the learning disabilities field for the past 15 years assisting students adapting to new academic challenges.

Dr. Siddiqa Hussain
Counselor & Clinical Psychologist
Hussain.s@gust.edu.kw

Ph.D in Clinical Psychology. Dr. Siddiqa provides therapy to adults diagnosed with Depression, Anxiety Personality Disorders, and other chronic mental health diseases; adolescents struggling with Conduct disorder, Oppositional defiant disorders, Performance anxiety and Depression. Dr. Siddiqa speaks English, Arabic and Urdu. She has joined GUST since March 2012. Dr. Sidn miqa has been school counselor of Gulf English School, Kuwait. She has worked as a Clinical Psychologist in Social Development office, Amiri Diwan from 1992 – April 2012. Besides GUST she provides her services at Soor Center three days a week.

Maram Abdelqader
Lead Academic Advisor
Abdelqader.m@gust.edu.kw

Master of Business Administration, Gulf University for Science & Technology, Kuwait. B.A. in English Language and Literature, Arab Open University, Kuwait. Maram has been working in the academic services field for the past 7 years offering GUST students’ academic support and general guidance.

Doa’a El-Dorry
Lead Learning Specialist
Eldorry.d@gust.edu.kw

M.Sc. in Green Chemistry, Kuwait University, Kuwait. B.Sc. in Chemistry, Kuwait University, Kuwait. Doa’a has been working with Faculty of General Studies at Arab Open University for the past 8 years coordinating between the faculty in the Head Quarter and its branches located across the Middle East. Doa’a joined GUST in 2011 as Lead Learning Specialist helping students to achieve their personal and educational goals by promoting the learning strategies necessary for academic success. Doa’a Provide GUST students with appropriate and effective learning support services that enable students to become academically successful and to realize their goals.
Doua Jihad El-Taki  
**Lead Retention Specialist**
eltaki.d@gust.edu.kw

Master of Business Administration, American University of the Middle East, Kuwait. B.B.A. in Marketing, American University of Kuwait, Kuwait. Doua has been working at GUST for the past four years as a teaching assistant for marketing courses prior to her appointment as the Lead Retention Specialist at the Student Success Center.

Perihan Al Tanani  
**Junior Academic Advisor**
Abdelaziz.p@gust.edu.kw

BA. in Management, American University of Kuwait, Kuwait. Perihan has been working in the academic field for the past 4 years; by joining GUST she is offering GUST students’ academic support and general guidance.

Anwar M.N. Al-Haji  
**Junior Retention Coordinator**
Haji.A@gust.edu.kw

B.A. in English Literature and Translation, Kuwait University, Kuwait. Anwar has worked in the academic services field for the past four years. She joined GUST as Junior Retention Coordinator at the Student Success Center.

Khaled A. Bahrami  
**Junior Retention Coordinator**
Bahrami.K@gust.edu.kw

B.A. in Graphic Design, American University of Kuwait
Khaled joined the education realm following several years at experience in Retail administration and product procurement as well as Art and design. He serves the GUST community by providing academic support and advice, assistance and educational planning in the field of retention.

Fatemah K. Al-Fadhli  
**Disability Services Coordinator**
ALFadhli.F@gust.edu.kw

BA in English Literature American University of Kuwait, Kuwait (2010). Fatemah has been working at GUST since 2011 in the College of Art and Sciences for the department of Humanities and Social Sciences prior to her appointment as disability services coordinator.
# Table of Content

## Academic Advising Basics
- What Is Academic Advising? 15
- Academic Advising FAQ 15
- What happens during the SSC advising session? 17
- How to prepare for the advising session? 17
- SSC Academic Advising Model 19
- Academic Advising is Shared Responsibility 19
- Advising Clues 21
- Green Light & Red Lights of Course Selection 23
- Advice on Course Selection 23
- Academic Success - Workshops 25

## GUST 101
- GUST Language 27
- Registration Types 29
- Tips for Academic Success 31
- What Faculty Expect From You 33
- Attendance Policy 35
- How to Calculate Your GPA 37
- Where Do I Go If I Need Help in GUST? 41

## Peer Academic Advisors-GUST GURUs
- What Is Peer Advising? 43
- What Is The Purpose Of The GURU Program? 45
- What Are The Goals Of The GURU Program? 45
- What Are The GURU’s Learning Outcomes? 45
- GURUs Are Responsible For: 45
- Do You Want To Be A GURU? 45

## Major Sheets & General Education Checklist
- What is GUST Major Sheet? 47
- What is the General Education Checklist? 47
- Versions of General Education Checklist 47
- How to use General Education Checklist? 49
- Old version of General Education Checklist. 51
- New version of General Education Checklist 53

## FAQ

---

XIII
Why do you Need To See your Advisor?
What Is Academic Advising?

“Academic Advising refers to situations in which an institutional representative gives insight or direction to a college student about an academic, social, or personal matter” (Kuhn, p. 3)

Academic advising will give you correct up to date directions on how to have a successful planned academic journey at GUST. Academic advising will help you to evolve into the independent critical thinker and responsible mature adult you will be in the near future. In each advising session, your decision making skills and rational thinking will be used to make the best match between the courses you choose and your interests and career objectives.

Academic Advising Will Help You to:

- Better understand yourself and to accept your abilities, interests and limitations.
- Consider life goals by relating to your interests, skills, abilities and values to your future career.
- Develop an educational plan consistent with your life goals and objectives.
- Develop decision-making skills.
- Evaluate or re-evaluate progress toward established goals and educational plans.
- Understand the nature and purpose of higher education.
- Integrate the many resources of the institution to meet your individual educational needs and aspirations.

Academic Advising Will Provide You With:

- Integrated perspective of General Education.
- Knowledge about policies and procedures.
- Accurate and timely information.
- Realistic options for decision making.

Academic Advising FAQ:

What Is An Academic Advisor?
An academic advisor is a specialized trained person assigned to guide you through your academic life at GUST.

Why do you Need To See your Advisor?
Your advisor will help you to choose classes that match your skill level and interests and at the same time put you on the right track for graduation. Also your advisor will help you to plan your schedule, become aware of your major, refer you to helpful services, explain policies and procedures, and establish long term academic plan and goals.
Who is your academic advisor?

What to bring with me for the advising session?
**Who Is My Advisor?**
If you have from 0 to 45 credits and a GPA of 2.00 point and above, a SSC advisor from the Academic Advising Area will help you. If your CGPA is below 2.00 point regardless of your credits number, the retention advisors in the Retention Area will help you. If you have a CGPA equal to and above 2.00 point and your credits are more than 45, you will be assigned to a faculty advisor from your college.

You can find this information on your PeopleSoft-SIS account under academic advisor information. [https://online.gust.edu.kw/psp/SIS89PRD/?cmd=login&language Cd=ENG](https://online.gust.edu.kw/psp/SIS89PRD/?cmd=login&language Cd=ENG).

**When Do I Go For Advising Sessions?**
You can meet with your advisor any time you feel you have questions about your academic situation. In addition you should see your academic advisor especially on pre-registration advising period and during the registration periods before the classes start. The dates and times for these advising periods will be announced to you by e-mail, text message and SSC website [https://ssc.gust.edu.kw/](https://ssc.gust.edu.kw/)

**What happens during the SSC advising session?**
- You will have a private one to one academic advising session in the SSC.
- You will have a small chat with your advisor about your interests and concerns and your last semester experience.
- You and your advisor will go through your Major Sheet to point out the subjects that you must complete in order to progress normally in your general courses according to your major.
- The elective courses will be chosen according to your interests and career objectives.
- You will be asked to sign the Advisement Sheet; your signature indicates your involvement in the academic advising process.
- You will be given the advisement sheet to keep and use as a reference when enrolling in the classes.

**How to prepare for the advising session?**
- Print your updated Major Sheet.
- Print your updated Transcript.
- Check the classes offered in the PeopleSoft system.
- SMILE & Enjoy your academic advising session.
As an advisee, you are responsible to?
Academic Advising Basics

SSC Advising Model

At the Student Success Center, academic advising is done following the Shared Organizational Model specifically the Total Intake Model. “The Total Intake Model requires that all of the initial advising occurs through one office, which could be staffed by professional advisors. Students are assigned to faculty once specified conditions are met.” (King, p. 246) According to this the SSC- Academic Advising Area is responsible for advising all students with the following conditions:

1) GPA of 2.0 points and above.
2) Passed credits of 45 and below.

After the student completes the 45 credits, the student will be assigned to a faculty advisor for their major in order to be advised on the major courses. In case the student GPA falls below 2.0 points regardless of their credit numbers, the student will be advised by the retention area specialist within the SSC.

Figure 1: SSC Model of Academic Advising.

Advising Is a Shared Responsibility

As an advisee, you responsible to:

- Be familiar with and utilize the newest GUST Bulletin, a comprehensive online source of academic policies, procedures, course descriptions, and requirements. GUST Bulletin is uploaded on the GUST web site and can be accessed through http://www.GUST.edu.kw/sites/default/files/2010-2012_Bulletin_%2021Sept2011.pdf
- Be proactive and seek help and advice in the pre-registration advising period.
- Print your updated Major Sheet & Transcript before coming to the advising session.
- Become familiar with requirements for major, minor, General Education, and graduation.
- Know your GPA, enrolled credits, and earned credit hours.
- Follow dates and deadlines on the academic calendar.
- Frequently check your GUST email for official communication from GUST.
- Know that advisors are always helpful and available.
- Prepare questions and a course schedule before meeting with your advisor.
- Make notes and keep all paperwork and forms from previous advising sessions.
- Update your student record when necessary (e.g., change of address, phone number).
How can you contact your academic advisor?
Academic Advising Basics

Your advisor is responsible to:
- Advise you from an integrated perspective of General Education.
- Keep accurate and up-to-date advising records.
- Make appropriate referrals as necessary.
- Be knowledgeable about policies and procedures.
- Provide accurate and timely information.
- Provide realistic options for student decision making.
- Be available during working hours.
- Respond to student inquiries ASAP.
- Empower each student to make independent decisions.
- Be supportive of each student’s decisions.
- Serve as a guide, facilitator and coach.
- Be resourceful, utilizing web-based resources, advising tools and professional development opportunities.

Advising clues
- Always meet with your Academic Advisor in the Pre-Registration Advising Periods. Do not wait until the actual registration starts. The Pre-Registration advising dates will be announced by E-mail, text messaging and on the SSC website.
- Highlight and mark the important dates of Early, Open and Late Registration, Add & Drop periods and financial penalty dates. These dates are sent to your GUST E-mail every semester by the SIS & Graduation office.
- Do not hesitate to ask your advisor any question related to your academic career. Using friends and family members as a source of information may cause you many troubles and delay your academic progress.
- Make sure to use the right General Education Sheet for your admit term. If you were admitted on and later than 2009, use the new General Education Sheet. If you were admitted before 2009, use the old General Education Sheet.
- Choose Elective Courses that help you to utilize your skills. For example, if you are good in drawing, choose Art courses that require you to draw. At the same time, be open and try new subjects that can be a great source of fun and routine breaker for you.
- In order to progress easily and successfully in your major. Try to finish your General Education and Pre-Requisite within the first 2 years of your college.
- If you are planning to take a minor, visit your Head of Department in advance to discuss the different minors and which one is the best for you. Make sure to save your free electives for them.
- Your advisor will do his/her best to be always available to help you. In case your advisor is not available, please do not hesitate to ask the GURUs or to send your questions to your advisor by E-mail.
What are the best courses to be taken in your first year at GUST?
Green Lights & Red Lights of Course Selection:

**Green lights:**
- Spread your schedule on the five school days.
- Take break between your classes that falls on the same set of days especially if you have 3 and more classes on the same days.
- Balance your courses selection; try to take General Education course every semester.
- Have some fun, includes 1 course that you have fun in like Music, Art or Theatre to balance your heavy schedule.
- Take 15 credits or 5 courses only per semester; 6 and 7 courses are highly not recommended load. It will put you under constant pressure.
- Choose class timing that fits your daily routine.

**Red lights:**
- Do not schedule all your classes at the same days. For example only on Mon-Wed or Sun-Tue-Thru.
- Do not take more than 1 Math or Science course at the same semester. Try to spread them over several semesters especially if you do not like these subjects.
- Do not take many courses that require research and reading at the same semester spread them over several semesters.
- Do not use up all your favorite classes in one semester. Save some for the coming semester.
- Do not use up your free electives early in your academic career. They will help you in case you decided to change your major in the future.

**Advise On Course Selection:**
- **In Your First Year,** you are recommended to take General Education courses, pre-requisites, and introductory courses that are essential to your major.
- **In Your Second Year,** continue to take General Education and pre-requisite and some of your college core courses as long you have met their pre-requisite.
- **In Your Third Year,** you should be taking mostly major courses and the pre-requisite of your upper division courses (300-400 levels)
- **In Your Fourth Year,** make sure that you are completing all your major courses.
- **ALWAYS** make sure to complete the pre-requisite for the courses you are trying to register so you can enroll and graduate on time.
- **ALWAYS** meet with your academic advisor if you have any doubts, questions, or concerns.
Academic Success - Workshops
The SSC conducts workshops throughout the whole academic year for you to gain study skills and healthy life style.

Workshops are:

What faculty Expect  |  Save Your Semester
Classroom Etiquette  |  Test Taking Skills
Time Management       |  Learning Styles
Taking Notes          |  Stress Management
Critical Thinking     |  Memory Principles

And even more.....
Please pick up your copy of the latest workshops schedule and the tutoring schedule from the Tutoring Center, the SSC, N3-102.
Define "advising session"
GUST Language

Advising session
when you set with your academic advisor and discuss your best options for the next semester that match your interests and respect your limitations.

Advisement Sheet
The advising paper that your academic advisor record on the final course options to enroll in.

Academic Terms/Semesters
The GUST academic year includes two 15 week semester (fall and spring) and two six-week summer sessions. Enrollment in summer session courses is optional.

Class Periods
GUST operates on a five day week from Sunday through Thursday. Timetabling may be based on a five period per-week basis (one hour per day) or a three period per-week basis (one hour per day) or a two period-per-week basis (1.5 hours per day). Classes are scheduled between 8:00 A.M. and 8:00 P.M.

Credit hours
Hours that you have earned after successfully completing your course.

CGPA
Cumulative Grade Point Average.

MPA
Major Point Average.

SSC
Student Success Center N3-101

FPU
Foundation Program Unit.

Course Prerequisites
Many courses above the introductory level require a minimum background of knowledge, as indicated by pre-requisite courses. Equivalent courses satisfactorily completed at other institutions may also meet prerequisite requirements by transfer credit. Students need to consult the head of the appropriate academic unit for more information. Students are responsible for entering the class with the required competence. In general, courses should be taken in order of increasing difficulty.
What is the normal and recommended study load per semester?
**Registration Types**

GUST population is divided into:

**Active Students**
Currently-enrolled students are given the opportunity to pre-register, by appointment, before other students.

**Newly-Admitted Students**
After the close of the pre-registration period, all newly-admitted students are eligible to register.

**Full-Time Students**
All full-time students must carry a minimum course load of 12 credits per semester (or four courses). If a student is carrying only 12 credits then they are not allowed to drop a course and if they are dropped from a course for reason of non-attendance they will receive an FA in that course.

**The normal and recommended study load is 15 credit hours**
Students who maintain a cumulative grade point average (CGPA) of 3.00 or greater may enroll in up to 21 credits. Such a load is extremely heavy and is normally not advised.

Six credit hours is the maximum load for the six-week summer session. Students with a CGPA of 3.00 or higher or expecting to graduate at the end of the summer session are permitted to take three courses (nine credits). The maximum number of courses that can be given credit during the summer is four irrespective of where they are taken.

**Leave of Absence**
Students, who wish to discontinue their enrollment at GUST, may do so without penalty for up to two consecutive semesters. Students should formally declare their intent to discontinue enrollment (become inactive) by notifying the Admissions and Registration Department.

**Non-Degree-Seeking Students**
Students who have applied to the University as non-degree students will be eligible to register at given dates and can only complete registration at the Admissions and Registration Department.

**Visiting Students**
Students enrolled in other universities and not wishing to pursue a degree at GUST may register as visiting students. Visiting student application forms can be obtained from the Admissions and Registration Department. At the end of the semester, provided all course requirements have been completed, visiting students may request their course transcript to be sent to their home institution.
Hey, I am new here; can you give me some tips on how to be academically successful?
Tips for Academic Success

Organization
- Make a checklist of things you need to bring to and from school every day.
- Keep track of your assignments and organize your notebooks.
- Plan your meals: eat healthy food.
- Get enough sleep hours: always sleep at the same time at night.

Time Management
- Mark your assignments on a monthly calendar. Work backward from the due date of larger assignments and break them into nightly tasks.
- Record how much time you spend on homework each week so you can figure out how to divide this time into manageable chunks.
- Designate a time for your assignments and try to stick to this schedule.

Prioritization
- Write down all the things you need to do, including non-school-related activities.
- Label each task from 1 to 10, with 1 being most important.
- Check in frequently to see how the list is evolving and how you are prioritizing new tasks.

Concentration
- Turn off access to email and games when you work on the computer.
- Declare the phone and TV off-limits during study time.
- Find space that fits the assignment and study.
- Separate yourself from siblings and friends.

Academia
- Read your material before going to the class.
- Be active and participate in the class.
- Take notes.
- Visit your instructor in the office hours if you need any clarification.
- Visit the Tutoring Center for extra help.
- Submit assignment on time.
- Submit neat typed assignment.
- Present your own work.
- Do not copy others work.
What faculty expect from you?
Attendance
- Attend all the classes.
- Be on time.
- Excuse yourself from the class for emergency only.
- Turn off your phone during the class.

What faculty expect from you
- Learn.
- Study.
- Attend the class.
- Participate in the class.
- Be punctual.
- Read syllabus.
- Prepare for the class.
- Do your assignments yourself.
- Submit assignment on time.
- Respect.
- Turn your mobile off.
- Do not text message during the class.
- Visit them in the office hours.
- Respect your appointment with them.
- Be up to the challenges.
- Have open mind.
- Be creative.
How many hours you can miss before you are officially dismissed from a class during the semester?
**Attendance policy**

The University PeopleSoft system assists instructors and the administration to enforce the attendance policy. You should be aware of the attendance policy approved by the university.

Automated warnings are generated by the PeopleSoft Student Information System (PSIS) and the alert is e-mailed to your GUST e-mail with a copy to the instructor. It is your responsibility to check your GUST e-mail for absence warnings and all other important announcements.

**An e-mail from GUST is considered as an official communication. It is your responsibility to access your e-mail on a regular basis and to respond to any concerns or questions raised in the e-mail. It is also your responsibility to ensure that your GUST e-mail account is kept active by periodically deleting old e-mails.**

**NOTE:** Since classes at GUST are given in different formats the set of conditions necessary for being dropped for excessive absence is given for each case below.

<table>
<thead>
<tr>
<th>Meeting Per Week</th>
<th>1st Warning</th>
<th>2nd Warning</th>
<th>3rd Warning</th>
<th>Automatic Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 times period (50 minutes)</td>
<td>3 Classes Period</td>
<td>6 Classes Period</td>
<td>9 Classes Period</td>
<td>12 Classes Period</td>
</tr>
<tr>
<td>2 times period (75 minutes)</td>
<td>2 Classes Period</td>
<td>4 Classes Period</td>
<td>6 Classes Period</td>
<td>8 Classes Period</td>
</tr>
<tr>
<td>1 time period (150 minutes)</td>
<td>1 Classes Period</td>
<td>2 Classes Period</td>
<td>3 Classes Period</td>
<td>4 Classes Period</td>
</tr>
<tr>
<td>5 times period (50 minutes)</td>
<td>5 Classes Period</td>
<td>10 Classes Period</td>
<td>15 Classes Period</td>
<td>20 Classes Period</td>
</tr>
<tr>
<td>20-25 times period (50 minutes) ENGL 097/098</td>
<td>10 Classes Period</td>
<td>20 Classes Period</td>
<td>30 Classes Period</td>
<td>40 Classes Period</td>
</tr>
</tbody>
</table>
GPA Calculation

How to calculate your GPA

You need to know:

1. The grade scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.33</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

I: Incomplete (missed Final Exam)
P/NP: Pass/Not Pass
S: Satisfactory; the credits designated for a course with a S grade must be replaced by another course in the same area of the major sheet from or outside GUST.
FA: Failure due to Absences
W: Withdrawal from the course
WA: Withdrawal due to Absences
SW: Semester Withdrawal
UW: University Withdrawal
2. Grade Point Average:
Grade point average is calculated by dividing the total number of quality points (number of credit hours for a course, multiplied by the grade value received) by the number of hours taken.

\[
\text{GPA} = \frac{\text{Total Points}}{\text{Total ACR}}
\]

For Example:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grades</th>
<th>Total Points For The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.99 Total Quality Points / 15 Hours Completed = 2.666

Let’s do some GPA calculation.
Try it yourself; please follow the following steps:

Step 1:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grades</th>
<th>Total Points For The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: Total Points:

Step 2:

Total quality points for the semester = your GPA

Total credits taken for the semester
# Where do I go if I need help in GUST?

<table>
<thead>
<tr>
<th>You Want Information About</th>
<th>Go To</th>
</tr>
</thead>
</table>
| Academic Information and Advice About Courses, Add & Drop, Withdraw, Majors, Minors And General Education Courses | - Student Success Center: Academic Advisor  
- Faculty Advisors |
| Academic Support: Free Tutoring, Supplemental Instruction, A Quiet Place To Study | Student Success Center : The Tutoring Area |
| Academic Probation                                               | Student Success Center: visit Retention Area |
| Campus Activities                                                | Student Life Office |
| Career Advising                                                  | Student Success Center |
| Disability Services                                              | Student Success Center |
| Email And Computer Problems                                      | IT Helpdesk |
| SIS Problem                                                      | SIS & Graduation Office |
| Transfer Credits                                                 | Admission & Registration Department |
| Financial Issues                                                 | Finance Department |
| Grade / Personal Complaints & Appeals                           | Faculty Member If Related To Course, Then If Not Resolved The Department Heads |
| Health Services                                                  | GUST Clinic On Campus |
| Internship                                                       | Center of Alumni and Corporate Relations (CACR) |
| Lost & Found                                                    | Security Reception |
| New Or Lost ID                                                   | ID Office |
| Official Transcript                                              | SIS & Graduation Office |
| Personal Problems And Issues                                     | Student Success Center - Counselor |
| Photocopying                                                     | Copy Center |
| Registration Information                                         | Admission & Registration Department |
| Academic Resources                                              | Library |
| Sports & Students Organizations                                  | Student Life Office |
| Taking Courses At Another Institution                            | Admission & Registration Department / Transfer Credit Area |
| Testing Information                                              | Admission Office And Foundation Unit |
| Text Book & University Supplies                                  | GUST Bookstore |
| Writing Workshop                                                 | Writing Center |
| International Program                                           | Academics Affairs, |
| E-Learning                                                       | E-Learning Department |
| Athletics                                                        | Athletic Department |
| Professional courses and training                                | Center for Professional & Continuing Education |
What Is Peer Advising?
The Peer Advising Program GURU is coordinated by the Student Success Center at the Gulf University for Science and Technology. Participants in the program are President’s and Dean’s Honor list students who serve as peer advisors and hold the title of GUST Peer Academic Advisor – (GURUs). The purpose of this program is to help establish a mutual connection between upper classmen and newly admitted students. Peer advisors offer support and advice in the areas of educational planning, course selection, and the utilization of academic resources. GURUs offer their services to freshman students only, advise within the realm of general education and are guided by the Lead Academic Advisor at the SSC.
Peer Academic Advisors GUST GURUs

What Is The Purpose Of The GURU Program?
- To help students understand the GUST academic advising process.
- To enhance peer advisors knowledge on academics, policies & procedures, academic support, and other services related to academic advising offered by GUST.
- To encourage continuing GUST students to pass on their academic advice and knowledge to newly admitted students.
- To create a stronger connection between upperclassmen and new students.
- To serve as mentors and leaders to the entire GUST community.

What Are The Goals Of The GURU Program?
- Effectively advise freshman students on general education courses.
- Assist students in creating and following educational plans.
- Emphasize the importance of academic advising and the role of the advisor and the advisee.

What Are the GURUS Learning Outcomes?
GURUs will learn:
- Leadership skills.
- Responsibility.
- Critical thinking skills.
- Decision making skills.
- Organizational skills.
- Importance of punctuality / attendance.
- Developmental Skills

GURUs are responsible for:
- Advice from an integrated perspective of General Education.
- Keep accurate and up-to-date advising records.
- Make appropriate referrals as necessary.
- Be knowledgeable about policies and procedures.
- Provide accurate and timely information.
- Provide realistic options for student decision making.
- Be available during working hours.
- Respond to student inquiries ASAP.
- Empower each student to make independent decisions.
- Be resourceful, utilizing web-based resources, advising tools and professional development opportunities.

Do you want to be a GURU?
You can become a GURU by completing the GURU application, which is usually offered twice every academic year. You have to meet the requirements in order to be a GURU. For more information on the GURUs program please contact the Lead Academic Advisor, SSC.
What is GUST Major Sheet?
GUST major sheet represents for you a guideline of the courses that you have to complete in order to graduate on time. The major sheet represents the courses in order of its difficulty. Each major in GUST has its own unique major sheet. Please make sure to use the one that match your major and you can print it form your student system SIS.

What is the General Education Checklist?
The general education checklist offer you list of the courses you can chose from to satisfy your general education requirements. The general education courses mainly help you to improve the skills you need to be able to complete the upper division courses, however, some of these courses are designed to let you have some fun while studding like Music and Art. GUST offers a variety of courses that will match your interests.

Versions of General Education Checklist
Currently GUST has two General Education Checklists. One for the students admitted before 2009 and the other one for the students admitted in and after 2009. The following table will guide you on how to differentiate between them.

<table>
<thead>
<tr>
<th>Versions</th>
<th>Used For</th>
<th>Difference</th>
<th>Attention Please</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 2009 (old version)</td>
<td>GUST students admitted before Fall 2009</td>
<td>The difference between them is that the new version of the GE Checklist contains a wider variety of subjects that the student can choose from. It also includes an obligatory Arab Heritage Course that the student can choose from the Arab Heritage category.</td>
<td>Please make sure to use the correct version for you by checking the Admit Term in your Major Sheet if before 2009 use the old version of the GE Checklist and if in and after 2009, use the new version of GE Checklist. If you are using the old version of GE please make sure to follow the number of courses that is written in your major sheet.</td>
</tr>
</tbody>
</table>
What is the GE checklist and what version you should use?
### How to use General Education Checklist?

Please refer to the table below to guide you on how to use the General Education Checklists.

#### Old Version

**Before Fall 2009**

<table>
<thead>
<tr>
<th>Skill Goals</th>
<th>Knowledge Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>Managing</td>
<td>Math &amp; Life/Natural Sciences</td>
</tr>
<tr>
<td>Valuing</td>
<td>Humanities &amp; Fine Arts</td>
</tr>
</tbody>
</table>

**Attention:**
- Under each category, the courses that you are allowed to choose from to satisfy the General Education Requirements are listed.
- Please choose the subjects that match your interests and goals.
- Please refer to your major sheet to know how many courses you should take to satisfy the General Education Requirement of your major.

#### New version

**In & After Fall 2009**

<table>
<thead>
<tr>
<th>Skill Goals</th>
<th>Knowledge Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>Managing</td>
<td>Math &amp; Life/Natural Sciences</td>
</tr>
<tr>
<td>Valuing</td>
<td>Humanities &amp; Fine Arts</td>
</tr>
<tr>
<td></td>
<td>Arab Heritage</td>
</tr>
</tbody>
</table>

**Attention:**
- Under each category, the courses that you are allowed to choose from to satisfy the General Education Requirements are listed.
- Please choose the subjects that match your interests and goals.
- Please refer to your major sheet to know how many courses you should take to satisfy the General Education Requirement of your major.
check list

- [x] Item 1
- [ ] Item 2
- [x] Item 3
- [x] Item 4
# General Education

**General Education Requirements for all students who entered before Fall 2009**

<table>
<thead>
<tr>
<th>Communication (3 Courses - 9 Credits)</th>
<th>Managing (1 Courses - 3 Credits)</th>
<th>Valuing (1 Courses - 3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 (1098) - Academic English</td>
<td>ENGL 100 (1010) - Freshman Composition</td>
<td>ANTHEM 111 (1011) - Intro. To Cultural Anthropology</td>
</tr>
<tr>
<td>ENGL 110 (1110) - Freshman Composition 1</td>
<td>CHEM 110 (1082) - General Chemistry</td>
<td>ANTHEM 125 (1025) - World Cultures</td>
</tr>
<tr>
<td>ENGL 112 - Freshman Composition 2</td>
<td>Chem 111 (1011) - Chemistry in the Environment and Everyday Living</td>
<td>POLY 110 (1100) - Intro. To American Politics</td>
</tr>
<tr>
<td>ENGL 203 (2810) - Traditional Grammar</td>
<td>CS 101 (1010) - Intro. To Computers</td>
<td>POLY 252 (2520) - Intro. To Middle Eastern Politics</td>
</tr>
<tr>
<td>ENGL 222 (2710) - American Literature I</td>
<td>MISS 118 (BA 1800) - Computer &amp; Information Systems</td>
<td>POLY 150 (1500) - Intro. To Comparative Politics</td>
</tr>
<tr>
<td>ENGL 223 (2710) - American Literature II</td>
<td>PHYS 100 (1001) - How Things Work</td>
<td>SOCK 110 (1010) - Intro. To Sociology</td>
</tr>
<tr>
<td>ENGL 224 (2310) - English Literature I</td>
<td>PHYS 110 (1011) - Basic Physics</td>
<td>SOCK 140 (1040) - Social Problems</td>
</tr>
<tr>
<td>ENGL 225 (2320) - English Literature II</td>
<td>POLY 150 (1500) - Intro. To Comparative Politics</td>
<td>ECON 101 (1001) - Principles of Microeconomics</td>
</tr>
<tr>
<td>CM 102 (Con 1040) - Intro. to Public Speaking</td>
<td>CM 104 (Con 1065) - Intro. to Info Technology (New Media Technologies)</td>
<td>PHIL 325 (2254) - Business Ethics</td>
</tr>
<tr>
<td>CM 103 (Con 1050) - Intro. to Mass Media</td>
<td>BIOL 120 (1202) - Environmental Biology</td>
<td>PHIL 115 (1150) - Major Questions in Philosophy</td>
</tr>
<tr>
<td>CM 104 (Con 1065) - Intro. to Info Technology (New Media Technologies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM 107 - Introduction to Cinema</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRUTH 180 (1800) - Intro. To Theatre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRUTH 121 (1210) - Fundamentals of Acting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARB 103 - Arabic Creativity in Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 110 (1102) - Human Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRENCH 101 (1001) - French I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRENCH 102 (1002) - French II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 101 (1001) - Spanish I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 102 (1002) - Spanish II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses are listed in terms of their new course codes and numbers with the old numbers in parenthesis.
## GENERAL EDUCATION (42 CREDITS)

### Knowledge Goals (9 COURSES - 27 CREDITS)

<table>
<thead>
<tr>
<th>Social &amp; Behavior Sciences (3 Courses - 9 Credits)</th>
<th>Math &amp; Life/Natural Sciences (4 Course - 12 credits)</th>
<th>Humanities &amp; Fine Arts (2 Course - 6 Creds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course with the following course code</td>
<td>Any course with the following course code</td>
<td>Any course with the following course code</td>
</tr>
<tr>
<td>ANT or ANTH</td>
<td>BIO or BIOL</td>
<td>ARB or ARAB</td>
</tr>
<tr>
<td>ECO or ECON</td>
<td>CHM or CHEM</td>
<td>ART</td>
</tr>
<tr>
<td>GEOG</td>
<td>MAT or MATH</td>
<td>CHIN or CHIN</td>
</tr>
<tr>
<td>HIS or HIST</td>
<td>PED or PHED</td>
<td>ENG or ENGL</td>
</tr>
<tr>
<td>MCM</td>
<td>PHY or PHYS</td>
<td>FRE, French or FREN</td>
</tr>
<tr>
<td>POL, POLI, POLSCI or POLY</td>
<td></td>
<td>GRMN</td>
</tr>
<tr>
<td>PSY, PSYC or PSYCH</td>
<td></td>
<td>HIS or HIST</td>
</tr>
<tr>
<td>SOC</td>
<td></td>
<td>ITAL</td>
</tr>
<tr>
<td>MCM 103 (Com 1050) - Intro. to Mass Media</td>
<td></td>
<td>MUS, MUSIC or MUSC</td>
</tr>
<tr>
<td>PHIL 110 - Critical Thinking</td>
<td></td>
<td>PHI or PHIL</td>
</tr>
<tr>
<td>PED or PHED 101 - Introduction to Physical Education</td>
<td></td>
<td>SPA, SPANISH or SPAN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THEATRE, THE oTHTR</td>
</tr>
</tbody>
</table>

For the requirement for cultural diversity or non-business global awareness courses on old major sheets, any course in Humanities and Social Sciences not related to the Arab world can be used.
## General Education Requirements - 42 Credits for all Students who Entered GUST in 2009 or Later

<table>
<thead>
<tr>
<th>Skills Goals (5 courses - 15 credits)</th>
<th>Valuing (1 course - 3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communicating</strong> 3 courses - 9 credits</td>
<td>ECON 101 - Microeconomics</td>
</tr>
<tr>
<td>ENGL 100 - Academic English</td>
<td></td>
</tr>
<tr>
<td>ENGL 110 - Freshman Composition I</td>
<td>ECON 102 - Microeconomics</td>
</tr>
<tr>
<td>ENGL 112 - Freshman Composition II (All Required)</td>
<td></td>
</tr>
<tr>
<td>MIS 118 - Computer and info. systems</td>
<td>MUSC 110 - Introduction to Music</td>
</tr>
<tr>
<td>CSC 112 - Computers and Programming</td>
<td>ART 110 - Introduction to Art</td>
</tr>
<tr>
<td>MCM 104 - New Media Technology</td>
<td>HIST 100 - American Civilization</td>
</tr>
<tr>
<td><strong>Managing</strong> 1 course - 3 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Valuing</strong> 1 course - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

**Substitutes with Advanced placement**
- Any course with an ENGL, MCM prefix or THTR 180 - Intro. To Theatre
- Any other course in CSC or MIS

**Knowledge Goals (9 courses - 27 Credits)**

### Social and Behavioral Sciences (2 courses - 6 credits)
- Any course with code starting with ANTH, ECON, GEOG, HIST, MCM, POLI, PSYC, and SOC

### Humanities and Fine Arts (2 courses - 6 cr.)
- Any course with code starting with ARAB, ART, CHIN, ENGL, FREN, ITAL, GRMN, HIST, MUSC, PHIL, SPAN, and THTR

### Arab Heritage (1 course - 3 credits)
- Any course with code ARAB, ENGL 212, HIST 114, HIST/HIS 252, PHIL 125 or a course which deals with any aspect of the Arab world

### Mathematics and Natural Sciences (4 courses - 12 credits)
- At least one course must be taken in each area (Mathematics/Natural Sciences)
- Any course with code BIOL, CHEM, MATH, PHED, and PHYS
### Course Terminology

**What does pre-requisite mean?**
A course that has to be taken in order to be able to register in the upper level course.

**What does co-requisite mean?**
A course that can be taken at the same time with upper level course.

**What courses count as free electives?**
Any course that is offered by GUST can be counted as a free elective.

**Where can I find course description?**
You can find course description in the GUST Bulletin and at GUST website under Academics.

### Credits Hours

**What are credits hours?**
Are the hours you have earned when successfully completing a course.

**How many credits can I enroll in per semester?**

<table>
<thead>
<tr>
<th>Your Status</th>
<th>Credits Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>On probation</td>
<td>Maximum of 12 credits</td>
</tr>
<tr>
<td>Regular active student</td>
<td>Maximum of 18 credits &amp; minimum of 12 credits</td>
</tr>
<tr>
<td>Honor or graduate</td>
<td>Maximum of 21 credits &amp; minimum of 12 credits</td>
</tr>
<tr>
<td>PUC student</td>
<td>Minimum of 12 credits</td>
</tr>
</tbody>
</table>
What to do if I have difficulties studying my courses?
First you can always seek help from your instructor inside the class and at the office hours. Also you can always visit us in the Student Success Center - The Tutoring Area and get the needed help from our remarkable tutors and SI sessions.

What is an SI session?
SI provides an opportunity for you to meet with the SI leader and other students in your class to compare notes, discuss important concepts and develop strategies for studying the subject. The Lead Learning Specialist coordinates the SI program and works closely with faculty members to ensure proper academic delivery.

What does SIS stand for?
Student Information System.

What does my SIS account offers me?
Using your SIS, you can add & drop classes, view your grades, holds, attendance, financial and academic standing as well as personal information.

What is a hold?
A hold is placed on your SIS account and will prevent you from enrolling in the classes because:

Where can I print my class schedule?
Log in into your SIS account and click on course schedule.
**GPA**

**What does GPA means?**

Grade Point Average. It is an average of your grades when converted to numerical value, in which:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.33</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

**Will FPU courses be counted in my GPA?**

The ENGL097, ENGL098, MATH094, MATH095, MATH096, MATH098 are not undergraduate courses and therefore not counted in your GPA.

**What are the subjects that I am allowed to repeat?**

Any subject that you took a grade of F, D and C- you can repeat it.

**Why should I repeat courses?**

You should repeat course specially courses that you’ve got F grade in it to improve you GPA and to complete your major sheet requirements to be able to graduate.

**Can I repeat a pre-requisite course after I have completed its upper course?**

No

**How many times I can repeat courses and still help me in raising my GPA.**

10 times.
**Academic Advising**

**Can I change my class schedule after I have done the advising session?**
Yes, if you are not going to make big changes. You are highly recommended to consult with your advisor again and see if the new selection is approved or not. Please keep in mind that it is your responsibility as a student to ensure that you have registered for courses that can be counted towards your degree requirements.

**What to do if all the class I want are full in the time of my registration?**
Visit your academic advisor again to find new alternatives that will be counted towards your degree requirements.

**Can I choose my classes by myself using my major sheet without consulting my advisor?**
You are highly recommended not to do so and to seek help from your advisors who have the correct and most sufficient advice for you. Once you had enough advising sessions with your advisor and fully understood how the system works you can do this individually and the advisors will be always available to support you in case you have any doubts or questions.

**What are the best courses to take in the first semester?**
You are highly recommended to take your English and Math courses depending on your level in the Placement Test and other General Education courses. However, if you are a transfer student and you already have some English and Math courses already transferred; you are recommended to start with the higher level of English and Math, General Education courses and if possible some pre-requisite courses.

**Why General Education courses are very important?**
General Education requirements at GUST develop your Basic English language and Math skills and make you ready to go into your major courses more prepared. Also, it enhances your knowledge on variety of fields and gives you new perspective. Go ahead and challenge yourself and try a subject you have never tried before.

If your question is still not answered after reading this handbook; please visit us in the Student Success Center N3-101. We will do our best to answer your question or to refer you to the department that has the answer.
Visit Us at SSC

**SSC**
North Concourse, First Floor, N3-101
Working Hours: 8:00 Am To 3:00 Pm

**Basema Da’na**
Director of the Student Success Center
Tel: 25307162
E-mail: Dana.b@gust.edu.kw

**Dr. Siddiqa Hussain**
Counselor & Clinical Psychologist
Tel: 25307016
E-mail: Hussain.s@gust.edu.kw

**Maram Abdelqader**
Lead Academic Advisor
Tel: 25307272
E-mail: Abdelqader.m@gust.edu.kw

**Perihan Mostafa Abdelaziz**
Junior Academic Advisor
Tel: 25307277
E-mail: Abdelaziz.P@gust.edu.kw

**Doa’a M. El-Dorry**
Lead Learning Specialist
Tel: 25307276
E-mail: Eldorry.d@gust.edu.kw

**Doua J. El Taki**
Lead Retention specialist
Tel: 25307271
E-mail: ElTaki.D@gust.edu.kw

**Khaled Bahrami**
Junior Retention Coordinator
Tel: 25307279
E-mail: Bahrami.K@gust.edu.kw

**Anwar M. N Haji**
Junior Retention Coordinator
Tel: 25307274
E-mail: haji.a@gust.edu.kw

**Fatemah K. Al-Fadhli**
Disability Services Coordinator
Tel: 25307273
E-mail: ALFadhli.F@gust.edu.kw