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)
University for life
Student Success Center
Academic Services

Content Complied By
Maram Abdelqader
Lead Academic Advisor
Student Success Center
© 2012
This Academic Advising Handbook belongs to:

Student Name:

Student ID:

Disclaimer:
While we had invested every effort to make this 2012-2013 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 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, and tutors. The Director of the Student Success Center, under the supervision of the VP for Academic Services, with the entire SSC team and 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 2012-2013 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,

Basema 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 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, and tutors. The Director of the Student Success Center, under the supervision of the VP for Academic Services, with the entire SSC team and 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 2.00 points and above. 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 the 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 Retention Specialist and Retention Coordinators work with students who are experiencing difficulty in their classes at GUST.

**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.
Metro Map and City Guide

1,242 AM, Gary Dunn <Gary.Dunn@me.com> wrote:

John,

Here is a PDF map of the Metro that will be helpful for your upcoming trip to Paris. I also included a Word doc I found that has a bunch of great info.

See you soon.
Learning Services

Peer Tutoring
Individual and Group Tutoring is available at the Tutoring Center for all undergraduate students in 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
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 Retention Specialist 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.
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. Siddiqa 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 5 years offering GUST students academic support and general guidance.

**Doa’a M. 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.

**Perihan M Abdelaziz Al Tanani**
Junior Academic Advisor
Abdelaziz.p@gust.edu.kw
B.A. in Management, American University of Kuwait, Kuwait. Perihan is currently studying Masters of Economics in Kuwait University. Perihan has joined Gulf University for Science & Technology as a Junior Academic Advisor. Perihan has been working in the academic field for the past 3 years; by joining GUST she is offering GUST students academic support and general guidance.

**Khaled A. Bahrami**
Junior Retention Coordinator
Bahrami.K@gust.edu.kw
B.A. in Graphic Design, American University of Kuwait
Khaled joins the education realm following a year of experience in retail administration and product procurement. Khaled will serve the GUST community by providing academic support and advice, assistance and educational planning in the field of retention.
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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 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?
 Academic Advising Basics

Who Is My Advisor?  
If you have from **0 to 45 credits and a GPA of 2.00 point and above**, a SSC advisor of the **Academic Advising Area** will help you. If your **CGPA is below 2.00 point regardless of how many credits you have completed**, the retention coordinator in the retention area will help you.  
If you have a **CGPA of 2.00 point and above 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&languageCd=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, plasma and web announcement section in our GUST website, https://www.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.

PLEASE ALWAYS PUT YOUR COPY OF THE ADVISEMENT SHEET IN POCKET AT THE END OF THIS HANDBOOK.

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.
How can you contact your academic advisor?
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 how many credits they have completed, the student will be advised by the Retention Area specialist within the SSC.

Figure 1: SSC Model of Academic Advising.

Advising Clues
- Always meet with your Academic Advisor in the Pre-Registration Advising Periods. Do not wait until the actual registration starts.
- Highlight and mark the important dates of Early, Open and Late Registration, Add & Drop periods and financial penalty dates.
- 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.
- 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.
- Try to finish your General Education and pre-requisite courses 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 in not available, please do not hesitate to ask the GURUs in N3-101 or to send your questions to your advisor by e-mail to: Abdelqader.m@gust.edu.kw/abdelaziz.p@gust.edu.kw.
As an advisee, you are responsible to
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, teacher, facilitator and coach.
• Be resourceful, utilizing web-based resources, advising tools and professional development opportunities.

Advising Is a Shared Responsibility
As an advisee, you are responsible to:
• Be familiar with and utilize the newest GUST Bulletin, a comprehensive online source of academic policies, procedures, course descriptions, and requirements.
• 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 advising sessions.
• Update your student record when necessary (e.g., change of address, phone number).
What are the best courses to be taken in your first year at GUST?
Academic Advising Basics

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 theses 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 meet 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.
Where to keep your tutoring schedule?
Academic Advising Basics

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
- Classroom Etiquette
- Time Management
- Taking Notes
- Critical Thinking
- Save Your Semester
- Test Taking Skills
- Learning Styles
- Stress Management
- 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.

Please put it inside the pocket at the end of this booklet.
Define “advising session”
GUST 101

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 cited in individual course descriptions. 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?
GUST 101

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 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.

Audit Students
Students admitted to GUST may enroll as audit students in any course with the prior consent of the instructor and Dean of the College in which the auditors desire to be registered. To take a course on an audit basis, all course prerequisites must be met, unless otherwise approved by the instructor and/or Dean. Auditing students may be dropped from the course when, in the judgment of the instructor and/or Dean, their record justifies such action.

Instructors should be informed by auditing students at the first class of their audit status. GUST tuition fees for audit courses are the same as those for credit courses, but class attendance for auditors is optional. Auditing students have the option of sitting for the final exam; however, their results will not be counted in their academic record at the University.
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 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 prioritizing new tasks.

Concentration
• Turn off access to email and games when you work on the computer.
• Declare the phone and TV off-limit 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 other’s work.
What faculty expect from you?
**GUST 101**

**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 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 time 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 time 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 Class Period</td>
<td>2 Classes Period</td>
<td>3 Classes Period</td>
<td>4 Classes Period</td>
</tr>
<tr>
<td>5 time 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 time period (50 minutes)</td>
<td>10 Classes Period</td>
<td>20 Classes Period</td>
<td>30 Classes Period</td>
<td>40 Classes Period</td>
</tr>
<tr>
<td>ENGL097/ENGL098</td>
<td>10 Classes Period</td>
<td>20 Classes Period</td>
<td>30 Classes Period</td>
<td>40 Classes Period</td>
</tr>
</tbody>
</table>
Target Grade: 90

7% Tests: 1
   got 96.25%

7% Tests: 2
   got 105%

7% Tests: 3
   need 82%

15% Final
   need 82%

4% Assignments: 1
   got 100%
GUST 101

GPA Calculation

How to calculate your GPA
You need to know:

1. The Grade Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score 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>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P/NP</td>
<td>Pass/Not Pass</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>Failure due to Absences</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from the course</td>
<td></td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawal due to Absences</td>
<td></td>
</tr>
<tr>
<td>SW</td>
<td>Semester Withdrawal</td>
<td></td>
</tr>
<tr>
<td>UW</td>
<td>University Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>
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>3 Credit Hours x A</td>
<td>3</td>
<td>A (4.0)</td>
<td>12.0 Quality Points</td>
</tr>
<tr>
<td>3 Credit Hours x B+</td>
<td>3</td>
<td>B+ (3.3)</td>
<td>9.9 Quality Points</td>
</tr>
<tr>
<td>3 Credit Hours x B-</td>
<td>3</td>
<td>B- (2.7)</td>
<td>8.1 Quality Points</td>
</tr>
<tr>
<td>3 Credit Hours x C</td>
<td>3</td>
<td>C (2.0)</td>
<td>6.0 Quality Points</td>
</tr>
<tr>
<td>3 Credit Hours x D</td>
<td>3</td>
<td>D (1.33)</td>
<td>3.99 Quality Points</td>
</tr>
<tr>
<td>Total Credits:</td>
<td></td>
<td></td>
<td>36 Total Quality Points / 12 Hours Completed</td>
</tr>
<tr>
<td>Total Points:</td>
<td></td>
<td></td>
<td>3.0</td>
</tr>
</tbody>
</table>

Easy and straight forward 😊

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>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: | Total Points: |

Step 2: \[
\text{Total quality points for the semester} = \frac{\text{Total credits taken for the semester}}{\text{your GPA}}
\]
For academic advising, you go to .......

For free tutoring, you go to .......
## 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: See Retention Coordinator                                               |
| 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 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.
How can you become a GURU?
Peer Academic Advisors
GUST GURUs

What Is The Purpose of The GURU Program?
• To help students understand 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:
• Advise 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. Please contact Maram Abdelqader, Lead Academic Advisor, SSC, N3 - 101.
What is the GE checklist and what version you should use?
**Major Sheet & General Education Checklists**

**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 choose 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 studying like Music and Art. GUST offers a variety of courses that will surely 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>GUST General Education Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Versions</strong></td>
</tr>
<tr>
<td>Before 2009 (OLD VERSION)</td>
</tr>
<tr>
<td>In and After 2009 (NEW VERSION)</td>
</tr>
</tbody>
</table>
How to use General Education Checklist?

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

<table>
<thead>
<tr>
<th>Old Version Before Fall 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divided to</td>
</tr>
<tr>
<td>Skill Goals</td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Managing</td>
</tr>
<tr>
<td>Valuing</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.

<table>
<thead>
<tr>
<th>New version In &amp; After Fall 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divided to</td>
</tr>
<tr>
<td>Skill Goals</td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Managing</td>
</tr>
<tr>
<td>Valuing</td>
</tr>
<tr>
<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.
Do you use this one?
## GENERAL EDUCATION (42 CREDITS)
General education requirements for all students who entered before Fall 2009.

### SKILLS GOALS (5 COURSES – 15 CREDITS)

<table>
<thead>
<tr>
<th>Communication (3 Courses – 9 Credits)</th>
<th>Managing (1 Course – 3 Credits)</th>
<th>Valuing (1 Course – 3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 (1098) – Academic English</td>
<td>ENGL 110 (1110) – Freshman Composition 1</td>
<td>ANTH 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>ANTH 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>CSC 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>MIS 118 (BA 1800) – Computer &amp; Information Systems</td>
<td>POLY 150 (1500) – Intro. To Comparative Politics</td>
</tr>
<tr>
<td>ENGL 223 (2720) – American Literature II</td>
<td>PHYS 100 (1001) – How Things Work</td>
<td>SOC 110 (1010) – Intro. To Sociology</td>
</tr>
<tr>
<td>ENGL 224 (2310) – English Literature I</td>
<td>PHYS 110 (1011) – Basic Physics</td>
<td>SOC 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>MCM 102 (Com 1040) – Intro. to Public Speaking</td>
<td>MCM 104 (Com 1065) – Intro. to Info Technology (New Media Technologies)</td>
<td>PHIL 325 (2254) – Business Ethics</td>
</tr>
<tr>
<td>MCM 103 (Com 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>MCM 104 (Com 1065) – Intro. to Info Technology (New Media Technologies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCM 107 - Introduction to Cinema</td>
<td></td>
<td>MUSC 110 (1001) – Intro. To Music</td>
</tr>
<tr>
<td>THTR 180 (1800) – Intro. To Theatre</td>
<td></td>
<td>BIOL 120 (1202) – Environmental Biology</td>
</tr>
<tr>
<td>THTR 121 (1210) – Fundamentals of Acting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARB 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>FREN 101 (1001) – French I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 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.
Major Sheet & General Education Checklists

General Education (42 credits) Old version do not use it if you are a new student.

It is for the student who were admitted before fall 2009.

### GENERAL EDUCATION (42 CREDITS)

<table>
<thead>
<tr>
<th>Knowledge Goals (9 COURSES – 27 CREDITS)</th>
<th>Math &amp; Life/Natural Sciences (4 Courses – 12 Credits)</th>
<th>Humanities &amp; Fine Arts (2 Courses – 6 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Behavior Sciences (3 Courses – 9 Credits)</td>
<td>Any course with the following course code</td>
<td>Any course with the following course code</td>
</tr>
<tr>
<td>Math &amp; Life/Natural Sciences (4 Courses – 12 Credits)</td>
<td>Any course with the following course code</td>
<td></td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts (2 Courses – 6 Credits)</td>
<td>Any course with the following course code</td>
<td></td>
</tr>
<tr>
<td><strong>Ant or ANTH</strong></td>
<td><strong>BIO or BIOL</strong></td>
<td><strong>ARB or ARAB</strong></td>
</tr>
<tr>
<td><strong>ECO or ECON</strong></td>
<td><strong>CHM or CHEM</strong></td>
<td><strong>ART</strong></td>
</tr>
<tr>
<td><strong>GEOG</strong></td>
<td><strong>MAT or MATH</strong></td>
<td><strong>CHN or CHIN</strong></td>
</tr>
<tr>
<td><strong>HIS or HIST</strong></td>
<td><strong>PED or PHED</strong></td>
<td><strong>ENG or ENGL</strong></td>
</tr>
<tr>
<td><strong>MCM</strong></td>
<td><strong>PHY or PHYS</strong></td>
<td><strong>FRE, French or FREN</strong></td>
</tr>
<tr>
<td><strong>POL, POLI, POLSCI or POLY</strong></td>
<td></td>
<td><strong>ITAL</strong></td>
</tr>
<tr>
<td><strong>PSY, PSYC or PSYCH</strong></td>
<td></td>
<td><strong>MUS, MUSIC or MUSC</strong></td>
</tr>
<tr>
<td><strong>SOC</strong> as well as</td>
<td></td>
<td><strong>PHI or PHIL</strong></td>
</tr>
<tr>
<td><strong>MCM 103 (Com 1050) – Intro. to Mass Media</strong></td>
<td></td>
<td><strong>SPA, SPANISH or SPAN</strong></td>
</tr>
<tr>
<td><strong>PHIL 110 – Critical Thinking</strong></td>
<td></td>
<td><strong>THEATRE, THE or THTR</strong></td>
</tr>
<tr>
<td><strong>PED or PHED 101 – Introduction to Physical Education</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any course with the following course code

- ANT or ANTH
- ECO or ECON
- GEOG
- HIS or HIST
- MCM
- POL, POLI, POLSCI or POLY
- PSY, PSYC or PSYCH
- SOC
- MCM 103 (Com 1050) – Intro. to Mass Media
- PHIL 110 – Critical Thinking
- PED or PHED 101 – Introduction to Physical Education

Old version do not use it if you are a new student.

It is for the student who were admitted before fall 2009.
General Education (42 credits)

New version do use it if you are a new student.

General education requirements for all students who entered GUST in and after fall 2009.

| General Education Requirements - 42 Credits for all Students who Entered GUST in 2009 or Later |
|-------------------------------------------------|-------------------------------------------------|
| Communicating 3 courses - 9 credits            | Skills Goals (5 courses - 15 credits)            | Valuing 1 course - 3 credits |
| ENGL 100 - Academic English                     | MIS 118 - Computer and Info. Systems             | ECON 101 - Microeconomics    |
| ENGL 110 - Freshman Composition I               | CSC 122 - Computers and Programming              | ECON 102 - Macroeconomics    |
| ENGL 112 - Freshman Composition II              | MCM 104 - New Media Technology                   | MUSC 110 - Introduction to Music |
| (All required)                                  |                                                 | ART 110 - Introduction to Art         |
| Substitutes with advanced placement             | Substitutes with advanced placement              | HIST 100 - American Civilization    |
| Any course with an ENGL, MCM prefix or          | Any other course in CSC or MIS                    | SOC 110 Introduction to Sociology  |
| THTR 180 - Intro. To Theater                    |                                                 | PHIL 115 - Major Questions in Philosophy |
| Substitutes with advanced placement             |                                                 | HIST 103 - The Ancient World         |
| Any course with an ENGL, MCM prefix or          |                                                 | SPAN 101 - Spanish I                 |
|                                               |                                                 | PHIL 190 - Humanities through the Arts     |
|                                               |                                                 | HIST 103 - The Ancient World            |
|                                               |                                                 | FREN 101 - French I                    |
|                                               |                                                 | ITAL 101 - Italian I                   |
|                                               |                                                 | GRMN 101 - German I                    |

<table>
<thead>
<tr>
<th>Knowledge Goals (9 courses - 27 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Sciences (2 courses - 6 credits)</td>
</tr>
<tr>
<td>Humanities and Fine Arts (2 courses - 6 cr.)</td>
</tr>
<tr>
<td>Arab Heritage (1 course - 3 credits)</td>
</tr>
<tr>
<td>Mathematics and Natural Sciences (4 courses - 12 credits)</td>
</tr>
</tbody>
</table>

Please put your copy of General Education inside the pocket at the end of this booklet.
**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?**
They 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>
FAQ
Frequently Asked Questions

Tutoring Center

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 SIS 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.

Student Information System (SIS)

What does SIS stand for?
Student Information System.

What does my SIS account offer 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.
FAQ
Frequently Asked Questions

**GPA**

**What does GPA mean?**
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>Numerical Value</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, MATH095, MATH099 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 courses that you have got F grade in it to improve your GPA and to complete your major sheet requirements to be able to graduate.

**How many times I can repeat courses and still help me in raising my GPA?**
10 times.
FAQ
Frequently Asked Questions

**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 understand 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 N3101. We will do our best to answer your question or to refer you to the department that have the answer.
Please put all attached documents inside the pocket.
Contact Us

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  
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