**Group: ………………………………………………….**

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| **Items** | **Focus on** | **Discussed?** |
| Important policies in the ***Students Handbook*** | First grades students | ⃝ Yes ⃝ No |
| **SIS** (Students Information System) | First grades students | ⃝ Yes ⃝ No |
| Mission , Vision and program ***learning outcomes*** of the department | First grades students | ⃝ Yes ⃝ No |
| Tips about “***Getting the best of the lectures***”:   * How to be a good listener at the lecture * Suggestions for taking notes * Benefits of taking notes | All grades students | ⃝ Yes ⃝ No |
| Tips about “***Studying at home***”:   * Time planning * Suggestions for doing good homework and reports * Guidelines for reviewing the lecture materials | All grades students | ⃝ Yes ⃝ No |
| Tips about “***Preparing for Exams***”:   * How to be ready for exams * How to review the courses before exams * Tips for a good performance in answering exams questions. | All grades students | ⃝ Yes ⃝ No |
| Tips about “***Self Improving of Knowledge and Skills***” | All grades students | ⃝ Yes ⃝ No |
| Discussing the ***Academic Difficulties*** with the students | All grades students | ⃝ Yes ⃝ No |
| Practices for ***Better Graduation Projects*** | Only fourth/fifth grade students | ⃝ Yes ⃝ No |
| Referring to Ishik ***Career*** Center | Only fourth/fifth grade students | ⃝ Yes ⃝ No |

**Date Advisor name & signature**