**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**