The Report of

Report of Academic Advising for first semester 2016/2017

For Computer Science & Information System Programs



Najran University Computer Science and Information System College

04/05/2017

Academic Advising Unit

Unit Tasks

- Distribute the list of students at the beginning of each academic year or semester wise to academic advisors so that each advisor have a less than or equal twenty students.
- 2. Conduct a meeting in the first week of each academic year / semester with new students and transferees to provide them with the necessary information for undergraduate study. Introduce them with their advisors and to explain the responsibilities of advisors and advisees are.
- ^{3.} Open a file for each student with his advisor.
- Provide all students' documents (academic transcripts, timetable, and marks) to the advisors to follow-up students.
- ^{5.} The advisor will follow-up service required by the student, and find out the appropriate response to it.

Advisees Side:

- Come to the advisors, according to groups advertised in the announcement boards.
- 2. Fill out some necessary forms to open the file.
- Bring photo copy of documents (National identify card, university card... etc).
- ^{4.} Bring passport size photo.
- ^{5.} Meet with Academic advisor to determine the type of service required.

Academic Advising Requirements:

- Determining the location of each academic advisor to accommodate all students who shall guide them.Determining a specific time or advising office hour to meet with students.
- Preparing a list of students for each academic advisor.
- Preparing a file for each student contains all the necessary papers.
- Preparing a file for each student and prepare the necessary papers for academic advising.
- Give the student opportunity to change his academic advisor.

Responsibilities of Advisors

1. Each advisor must prepare a file for each student which contains a biography of the student during his studies at the university (student's behavior during the study, Student's activities, Student's marks and grades etc.), from where the College authority can make assessment about the students and face their problems and find appropriate solutions.

The most important contents of the file are:

- Keep the student's personal data.
- Keep the student timetable for the semester.
- Keep the student academic transcript.
- Keep student midterms marks.
- Keep the student's follow up courses.
- Keep the Drop/Add courses for the students.
- Keep the attendance and absence sheet for students and their excuses.
- Keep any decision taken against the student.
- Keep the record of any student complains.
- 2. Study the irregular students status to assist them to achieve the desired success, and help them overcome the obstacles and problems they face, and put the students on their plan.
- **3.** Help students to Add and Drop courses:
 - Distribute the Add/Drop form request to the students wishing to do so.
 - Discussing the reasons for drop/add courses and recognize the justifications.

- Directs the student to delete some courses and adding another courses according to his level
- Make sure to check the conditions necessary for the Add/ Drop courses through the Coordinator of Academic Advising Unit.
- Send the Add/Drop request form to the Coordinator of Academic Advising Unit.
- Keep a copy of the Add/Drop request form.
- **4.** Receive the medical excuses and the absences excuses, and then determine whether it is acceptable according to the University rules and regulations.
- **5.** Help student to prepare a timetable which is consistent with their abilities and levels.

Responsibilities and Expectations of Advisees

There are fundamental expectations that all advisors are entitled to have their advisees: prepare for an academic advising appointment by bring the following:

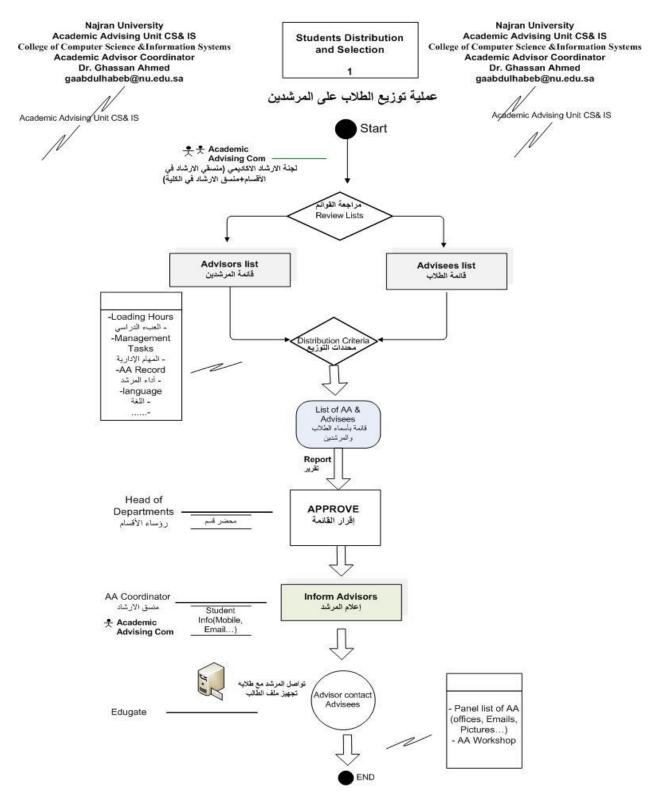
- Schedule of classes
- Transcript
- Course syllabus
- List of questions
- Excuses

Student's responsibility

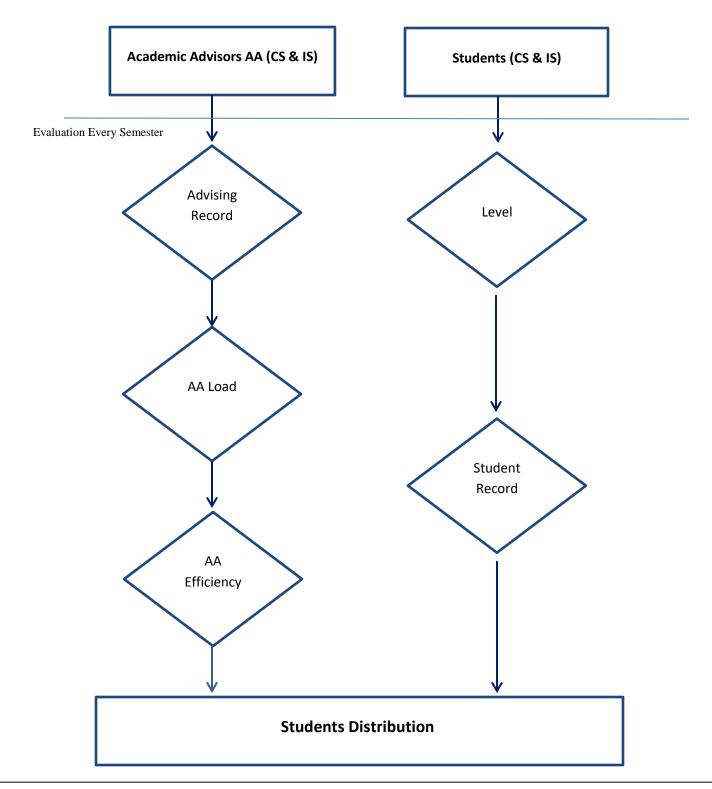
- **1.** Learn and understand the program requirements that effect. Students should review the Student Guide and refer to it often for answering questions. The Student Guide is available with the advisors.
- 2. Prepare for each visit by making a list of issues they want to discuss.

- **3.** Make advising appointments and keep them.
- 4. Seek advising assistance in a timely manner.
- 5. Be prepared for advising appointments.
- **6.** Become knowledgeable about university, program requirements, policies and procedures. (i.e. drop / add dates, registration dates and the academic calendar).
- 7. Monitor academic status and completion of degree requirements.
- **8.** Keep advisor informed of any changes that might impact or interfere with satisfactory academic progress.
- 9. Be open to the new possibilities that an advisor may suggest.
- **10.** Take responsibility for actions and educational decisions.
- **11.** Know how to contact an academic advisor and understand the advisor's role as a resource.
- **12.** Understand the importance of class attendance, reading the syllabus, and interacting with faculty members.
- **13.** Provide accurate and truthful information when being advised.

Students Distribution Mechanism:



Students Distribution Mechanism



Factors related to AA Distribution: Advising Record of AA, Time table of AA, Record history of advising for advisor.

Factors related to Students Distribution: Level of student, record of Student

Students distribution examples:

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	966536679754		الثالث	علوم الحاسب	در عبدالله بن مهمل آل الحارث		8
td.nu.edu.sa@433102013	966562904054		الثالث	علوم الحاسب	حمد بن عبدالله بن عيظه ال الكبير		9
alkoleep-911@hotmail.co	0556836587	2.27	الثالث	نظم المعلومات	سالم محمد حسين آل كليب	ω 433102993	10
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					المرشد: محمد سليم رضا شي		
					المقر: مبنى علوم الحاسب (
				المعلومات	الكلية: علوم الحاسب ونظم		
					القسم: علوم الحاسب		
البريد الالكتروني	الجوال	المعدل	المستوى	التخصص	اسم الطالب	رقم الطالب	م
s-f-a_2008@hotmail.com	966535327123	3.19	السادس	نظم المعلومات	سعيد فرحان علي ال فرحان	۵ 432101715	1
Nabzah.as@hotmail.com	0534545232	3.48	السابع	علوم الحاسب	عبدالله صىالح أحمد نبزه	= 432101414	2
ahmed 007 mohammed	0558474606	3.4	الخامس	نظم المعلومات	حمد محمد ياسين ال صيدة	J 432101303	3
m.albahri@hotmail.com	966535291012	2.48	الخامس	نظم المعلومات	حمد سعيد ظافر ال بحرى	432102025	4
hmedahmed201188@hot	966500254153	4.04	الثالث	علوم الحاسب	حمد سعد سالمين التبيلي	434104730	5
mo.banobad@gmail.com	966562772734	3.65	الثالث	علوم الحاسب	روان محمد حميد عثمان	434104734	6
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البريد الالكتروني	الجوال	المعدل	المستوى	التخصص	اسم الطالب	رقم الطالب	م
a-alharazi@hotmail.com		-	السادس	علوم الحاسب	میدالله أحمد محمد الحراز ی		<u>۲</u>
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	-			رو بې ب(بنين)مدينة جامعية			
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البريد الالكتروني	الجوال	المعدل	المستوى	التخصص	اسم الطالب	رقم الطالب	*
fanasser12345@hotmail.c		3.09	الرابع	علوم الحاسب	ناصر حسن بن على السلمان	433103426	1
yassenmr8@gmail.com		1.99	الخامس	نظم المعلومات	باسين الحسين احسن المكرمي	433205223	2
alem_algrad@hotmail.co safah-18@hotmail.com		2.85	الثامن	نظم المعلومات	سلم هادي مانع ال قر اد الحال مسيد المذيرات	433205249	3
safah-18@hotmail.com rahim9425@hotmail.com		2.41	الثامن	نظم المعلومات	صىالح على عبيد ال ذيبان	433205264	4
		2.72	150	المأدب المجارين	اسلمت أهيد بدن محمد الأحباة	433103550	5
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saeed0954@gmail.com	066559295668 066535281152	2.4	I	علوم الحاسب	سعيد معيض بن سعيد الوادعي	433103461	6
	066559295668 066535281152 066553389553		الثالث				

المجموع

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اسد الله شيخ غاتم الله شيخ	المربنيد:
يني علوم الحاسب(بنين)مدينة جامعية	المقر: ،
علوم الحاسب ونظم المعلومات	الكلية:
طوم الحاسب	القسم:

البريد الالكتروني	الجوال	المعدل	المستوى	التخصص	امىم الطالب	رقم الطالب	4
ahoum555@hotmail.com	966532091014	2.37	السابع	نظم المعلومات	على سالم جمعان البِامي	433103062	1
abowalid@gmail.com	966509623801	2.27	السابع	نظم المعلومات	محمد حسّان حمد ال مهذل	433103054	2
	966544394623	3.49	الرابع	نظم المعلومات	, , , , , , , , , , , , , , , , , , ,		3
amgad350@hotmail.com	0544156502	3.12	الخامس	نظم المعلومات	أمجد احمد بن كاظم الصنائغ	433103265	4
assan-alhatab@hotmail.c	966501343160	2.6	الكامن	نظم المعلومات	حسن محمد حسن البامي	433103020	5
r.msfer502@hotmail.com	966532905157	2.27	الثالث	نظم المعلومات	مسفر حييب عيدالله الدوسري	433103321	6
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ىجموع

احمد منظور ال حسن محمد	المرشد:
يني علوم الحاسب(بنين)مدينة جامعية	المقر: ،
علوم الحاسب ونظم المعلومات	12124:
ظم المعلومات	القسم:

البريد الالكتروني	الجوال	المعدل	المستوى	التخصص	امىم الطالب	رقم الطالب	4
ahmadxix@hotmail.com		3.86	السادس	نظم المعلومات	أحمد حسبن صالح الهمامي	432100390	1
aaed423@hotmail.com		2.88	السادس	علوم الحاسب		432100097	2
m.l.m555@hotmail.com			السابع	نظم المعلومات	مساعد لشرم مساعد ابن نمر ان	432100464	3
ove.m-111@hotmail.com		3.28	السابع	نظم المعلومات	محمد على مرزوق البامي	432100132	4
lialgahtani40@gmail.com	966536995441	2.65	السابع	علوم الحاسب	على محمد مسفر القحطاني	432100359	5
nassir-44@hotmail.com	966551640771	2.23	الرابع	علوم الحاسب	ناصر رزق ناصر ال سحاق	432100431	6
alem108197@gmail.com	966559692044	2.3	الخامس	علوم الحاسب	سالم محمد سالم ال کلیب	432100358	7
	966563727180	2.31	الثالث	نظم المعلومات	حسين محمد علي القشانين	432100141	8
ibra-601@hotmail.com		2.23	الثالث	علوم الحاسب	ابراهيم حسين على الذيبان	432100142	9
trane.21@hotmail.com	966553660858	2.11	الثالث	نظم المعلومات	على احمد صنديق قيسي	432100220	10

Internal Student Academic Advising System:

	Ų	Student	ts Acedemic	Advising l	Jnit(AAU)	
Home	Advisor Coordinator	Academic Advisor	Faculty Members	Message_Box	Back		
							User : Mohammad Gazi
Academic	Advising is an opp	ortunity to exchar	ige information de	esigned to help	studen	s reach their educational and career goals.	
Advising i	s a shared respons	ibility between an	adviser and the s	student. Ultimat	tely, it i	the responsibility of the student to make decisions about his/her life goal	s by creating a plan to reach those g
Academic	advisers can assist	in this process b	y helping the stud	lent understand	l option	, determine resources and, when necessary, identify alternatives.	

		Student	ts Acedemic	Advising	Unit(AAU)	
Home	Advisor Coordinator	Academic Advisor	Faculty Members	Message_Box	Back		
			Students Grades	_			User : Mohammad Gazi Go
						Students Courses Grades	
	Та	ught Courses of	Second Semes	ter 2016-201	7		
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Course Co							
	nformation Systems Enginee	ring	277	Male		Grade	

Students Acedemic Advising Unit(SAAU)	
Home Advisor Coordinator Academic Advisor Faculty Members Message_Box Back	
	Use
Students Courses Grades	
Taught Courses of Second Semester 2016-2017 Mid Term 1 (Course Weight : 15	5 %)
Course Code and Name Section Campue Grading Student ID Name	15
142CIS-3, Information Systems Engineering 277 Male Grade 433102211 BASSAM ALI BIN ABDULHADI AL SULAYYM	12
157CS5-3, Internet Technologies 214 Hale Grade	
Course : 457CSS-3 - Internet Technologies	
Students Marks Uploaded	
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Students Acedemic A	Advising Unit(SAAU)
Home Advisor Coordinator Academic Advisor Faculty Members Message_	Box Back User : Mohammad Gazi Gola
Advising Forms	
Forms Name	Update Date
Course Add Drop Form Students Information Form	23-Apr-2017 23-Apr-2017

		Students Acede	emic Advising U	Jnit(SAAU)					
Home Advisor C	oordinator Ac	ademic Advisor Faculty Members	Message_Box Back						
Advisor Name : Mohan		vising Forms							User : Mohammad Gazi
Advisor Name : Monan Advising Students List		udents Details		Students Detai	ls				
Student ID	Name			ID:434205404	Name : MOHAMMAD MUSAE	ED M ALNISSY		NID: 10321343	Department : OCS I
434205404	MOHA	udents Advising		Marrital Status : Sing	le O Merried	No of Children :		Family Members 12	Student Status 5
435100169	DHAFE Stu	udents Marks		Permanent Address	Abah Khamiz				
435100161		MOHAMMAD BIN HAMAD AL ZAMANAN ALY	(AMI	Present Address	University Hostel				
434101708	_	A ALHAMAMAH IAMMED S ABURAS		Emails : muba005_12@			Mobile/I	and : 0586554658	
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										User : Mohammad Gazi G	olam Faruque
Students	List		-91		^ St	udents Services l	y Youself				
Advisor Name	: Mohamm	ad Gazi Golam Faruque			Sti	dents ID : 434205404			Students Name : MOHAMMAD MUSAEED M ALNISS	Y	
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434205404		MOHAMMAD MUSAEED M ALNISSY	5	5	1.	28-Mar-2017	10:00 AM		m Marks	Finished	×
435100169		DHAFER HADI HUSSAIN BAHRUR	1	1	2.	16-Apr-2017	11:00 AM	/Exa	m Marks	Finished	×
435100161		HAMAD BIN MOHAMMAD BIN HAMAD AL ZAMANAN ALYAMI	1	1	3.	15-Mar-2017	08:30 AM	/Exar	m Marks	Finished	×
434101708		ALI SALEM A ALHAMAMAH	0	0	4.	23-Mar-2017	08:00 AM	/Othe	ers	Finished	×
432103811		SALEH MOHAMMED S ABURAS	0	0	5.	23-Apr-2017	10:30 AM	/Exa	m Marks	Finished	×
435101000		MOHAMMED HAMAD BEN MOHAMMED ALSHEHI	1	1]. —			-			
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Students	Advising	J Services				Students Services	Chart				
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Remarks											
	Update										

Home	Advisor Coord	Inator Academic Advisor Faculty Membe	rs Message_Box Bac	×.				User : Mohammad Gazi Gola
tude	nts List	Students Details				Students Obtained Marks		
dvisor N	iame : Mohamma	d Gazi G				Course : 227CSS-3, Operating Systems		
Student)	ID	Name. Students Advising	Courses(Credits)	Marking		Assesment Type	Allocate Marks	Obtained Marks
434205	404	MOHAN Students Marks	4(12)	10		Quiz 1 (2 %)	2	1.60
435100	169	DHAFER HADI HUSSAIN BAHRUR	4(12)	5	-	Mid Term Exam 1 (15 %)	15	10.50
435100	161	HAMAD BIN MOHAMMAD BIN HAMAD AL ZAMANA ALYAMI	N .4(12)	5		Total	17	12.1
434101	708	ALI SALEM A ALHAMAMAH	4(12)	5				
432103	811	SALEH MOHAMMED S ABURAS	3(9)	5				
435101	000	MOHAMMED HAMAD BEN MOHAMMED ALSHEHI	3(10)	1				
	es of Second	Semester 2016-2017 Name : DHAFER HAI	DI HUSSAIN BAHRUR					
SL CO	ode	Course Name	Course Teacher		Credits			
1 3	42CIS-3	Information Systems Engineering	Gazi Golam Faruque		3			
2 2	27CSS-3	Operating Systems	Mr. Muhammad Akram		3			
2 2	35CIS-3	Database Management Systems	Abdul Rehman Ali		3			

Section 2:

Academic Advising Coordinator

	<u>U</u>	Studen	nts Aceden	nic Ad
Home	Advisor Coordinator	Faculty Members	Message_Box	Back
Academic		rtunity to excha	ange informatio	n design
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Academic	Advisors Students	in this process I	by helping the	student (
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	- Advising Reports			
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LA		Students Acedemic Advising Unit(S	AAU)			
Home	Advisor Coordinator	Faculty Members Message_Box Back				
	Advising Forms				Use	er : Dr. Ghassan Ahmed Ali
		New Advisor	List of Student:	Advisor		
Advisor	Advisors List	-	Advisor Name	Since From	No of Students	Active
From	Students List	Save	Mr. Omar Abdul Rehman Ali	01-Dec-2016	6	Y I
			Mohammad Gazi Golam Faruque	01-Dec-2016	6	. Y
	Advisors Students		Mr. Mohammed Selim Reza	01-Dec-2016	3	Y
	Students Log Files		Mr. MD KAFIL UDDIN	01-Dec-2016	0	N
			Mr. Yahya Ali Abdelrahman	01-Dec-2016	5	Y
	Advising Reports		Mr. Mohammed Basit Kamal	01-Dec-2016	4	Y
	Overall Reports		Mr. Muhammad Akram	01-Dec-2016	7	Y
	overall reports		Mr. Hajî Moinuddin	01-Dec-2016	5	Y
	Students Grading		Dr. Addin Osman Mohamed Addin	01-Dec-2016	6	Y
	2	•	Dr. Mohd Abdelgadir Mohd Khairi	01-Dec-2016	5	Y
			Dr. Asadullah Shaikh	01-Dec-2016	3	Y
			Dr. Fekry Olayah	01-Dec-2016	5	Y.
			Mr. Shah Murtaza Rashid Al Masud	01-Dec-2016	5	Y
			Dr. Anwar Ali Yahya Esmail	01-Dec-2016	5	Y
			Mr. Adan Balola Ali Alshokri	01-Feb-2017	3	Y

	Students Acedemic Advising Unit(SAAU)								
Home	Advisor Coordinator	Faculty Members Message_Box Back							
	Advising Forms					User : Dr. Ghassan Ahmed Ali			
		Vew Students	New Students Out Advising		1	Students Summary			
Student	Advisors List	Add	Student ID	Delete	1	Total Stuents :			
	Students List		432103307	×		Under Advising :			
			432100431	×		Without Advising :			
	Advisors Students		435104427	×					
	Students Log Files		431810359	×					
	Sugents Log riles		433102180	×		* · · · · · · · · · · · · · · · · · · ·			
Stude	Advising Reports					•			
43410007 43410268 43610059	Overall Reports	433101489, 433101732, 435100049, 434205051, 4332	00169, 435100161, 434101708, 432103811, 435101000, 435104340, 434104 05721, 433104244, 433205727, 433202530, 433204167, 433204905, 433205 03265, 436101006, 434203291, 429510316, 427810046, 435104124, 434101	295, 432100497, 434100724, 43410474	43, 43	6204029, 436202523, 434101593, 435102737, 436100386, 436100349,			
	Students Grading								

Guidelines for Make-up Exam

- Any student who missed taking the midterm_1 or midterm_2 during the regular class hours, or student who wants to repeat midterm_1 or midterm_2 can have this opportunity to take a makeup exam.
- Makeup exam have to be comprehensive for all chapters were taken during the regular class hours.
- Student should be gained the best marks over the three exams (Midterm1, Midterm2, Makeup exam). For example if student got in midterm 1 (11) marks, midterm2 (8)marks, and got in makeup exam (12) marks; this student in this example will get 11 + 12.
- The instructor should submit the makeup exam to the course coordinator for review and approve the comprehensive of the exam.
- an opportunity to take a makeup final examination the following term (and have the course grade changed as warranted by the results of the test), or (2) be given the final examination during the conflict period or at an alternative time during the week of final examinations, or (3) be given the final examination at the time schedule for the course. A student who fails to notify the instructor of the conflict before the Monday of the week of final examinations shall, at the discretion of the instructor: (1) receive a score of zero on the final examination, or (2) be given the final examination during the conflict period or at an alternative time during the week of final examinations, or (3) be given the final examination at the time scheduled for the course.

Announcement of Make Up exam

الاختبارات البدينة

تعلن كلية الحاسب ونظم المعلومات عن موعد الاختبارات للطلبة الموضحة اسمائهم في الجدول المرفق فعلى جميع الطلاب التواجد في الوقت والمكان المحدد، أو التنسيق مع أستاذ المادة بخصوص الموعد.

المكان	استاذ المادة	التاريخ والوقت	رمز المادة	اسم الطالب	رقم الطالب	الرقم
B047	أ.محمد باسط	5/041438/ 10-12	224cis	عشوي حسين	433103091	1
B047	أيشاه مسعود	6/041438/ 10-12	عال 456	سعيد معيض الوادعي	433103461	2
B047	أبكري عواجي	6/041438/ 10-12	عال 361	سعيد معيض الوادعي	433103461	3
B047	أمحمد سليم	7/041438/ 10-12	عال 281	سعيد معيض الوادعي	433103461	4
B047	أيشاه مسعود	6/041438/ 10-12	456 css	عبدالهادي	341810359	5
B047	ا <u>ٔ</u> شاه مسعود	6/041438/ 10-12	456 css	ناصر رزق	432100431	6
B047	ا <u>ٔ</u> شاه مسعود	6/041438/ 10-12	456 css	سالم محمد	432100358	7
B047	ا <u>ٔ</u> شاه مسعود	6/041438/ 10-12	456 css	بسام علي	433102211	8
B047	أمحمد باسط	5/041438/ 10-12	224 cis	محمد ال نسي	434205404	9
B047	أ معاذ باقار ش	5/041438/ 10-12	474 cis	محمد علي المالكي	433104244	10
B047	أيشاه مسعود	6/041438/ 10-12	عال 456	ابراهيم فهد النجراني	433103559	11
B047	ا <u>ش</u> اه مسعود	6/041438/ 10-12	عال 456	مساعد مبخوت الحارثي	432103307	12

B047	د . عبدالرحمن القحطاني	5/041438/ 10-12	عال 227	علي احمد قيسيي	432100220	13
B047	ا.عمر عبدالرحمن	6/041438/ 10-12	عال 335	علي احمد قيسيي	432100220	13
B047	أ <u>ش</u> اه مسعود	6/041438/ 10-12	456 css	مانع هادي آل مطير	433101489	14
B047	ا <u>.</u> شاه مسعود	6/041438/ 10-12	456 css	خالد صالح الشهري	434100724	15
B047	أمحمد سليم	7/041438/ 10-12	عال 281	مانع هادي آل مطير	433101489	16
B047	أمحمد سليم	7/041438/ 10-12	عال 281	أحمد سعيد علي	433103383	17
B047	أمحمد سليم	7/041438/ 10-12	عال 281	ابراهيم فهد النجراني	432103559	18

الارشاد الأكاديمي بكلية الحاسب ونظم المعلومات

Example of solved problems of academic advisee

(نموذج لحل مشاكل الطلاب عن طريق منسق الارشاد الأكاديمي)

و عليكم السلام بالتوفيق وأتمنى أن تجتهد لتحصل على درجات عالية في المادة وفي بقية المواد د.غسان

من: fahad-mo-m [<u>mailto:fahad-mo-m@hotmail.com</u>] تاريخ الإرساك: Wednesday, August 12, 2016 8:26 PM إلى Ghassan Ahmed Ali زد :الموضوع:

السلام عليكم د. غسان

ألف شكر لله ثم لك دكتوري الفاضل على تعاونك معنا في رفع الحرمان

وابشرك تم رفع الحرمان عن مادتي تراسل البيانات والشبكات

واستطيع الآن ان اختبر الاختبار النهائي بحمد الله

شكرا لله ثم لك وتقديري واحترامي

طالبك / فهد محمد احمد موته

------الرسالة الأصلية ------من ". Fahad Mohammed Motah" : التاريخ: ٢٢٢ 2016/٠٨/١٠ ٢:٢٢ ص (GMT+03:00) إلى Ghassan Ahmed Ali : الموضوع: رد :

دامنا موعودين بخير فان شاء الله نسمع اخبار طيبه وياليت يادكتور ولا تهون ترد لنا خبر .. يعطيك الف عافيه على تعاونك معنا

------الرسالة الأصلية ------نن: Ghassan Ahmed Ali التاريخ:02016/08/09)التاريخ:10 GMT+03:00 إلى fahad-mo-m الموضوع: رد

وعليكم السلام

المعاملة قيد الانجازلم يُبت فيها بشيء حتى الان رغم أننا موعودون بخير موفقين د.غسان

من: fahad-mo-m [<u>mailto:fahad-mo-m@hotmail.com</u>] تاريخ الإرسال: Saturday, August 8, 2016 5:09 AM إلى: Ghassan Ahmed Ali

> د. غسان .. السلام عليكم انا الطالب فهد محمد موته حبيت استفسر وش صار على موضوعنا انا واحمد ناجي اللي كلمناك فيه وقلت بترد لنا خبر موضوع الحرمان