

UNITAR COLLEGE
 Level 1, Tierra Crest
 Jalan SS6/3 Kelana Jaya
 47301 Petaling Jaya, Selangor
 Tel : +603 7627 7200 Fax : +603 7627 7238



ACADEMIC ADVISING FORM

A) STUDENT'S BIODATA

Student name	Date
Matric No	Phone No

B) CURRENT ACADEMIC STANDING

GPA	CGPA
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C) ACADEMIC PROBLEMS / ISSUES IDENTIFIED BY ACADEMIC ADVISOR. PLEASE TICK (✓)

<input type="checkbox"/> Language difficulties <input type="checkbox"/> Work commitment <input type="checkbox"/> Family/personal problem <input type="checkbox"/> Others : [Please state] _____	<input type="checkbox"/> Financial Related <input type="checkbox"/> Lack of academic guidance <input type="checkbox"/> Lack of study commitment
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D) FAILED / RECOMMEND COURSES TO BE TAKEN CURRENT SEMESTER

No.	Name of Courses	Course Code	Status*
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Status : NEW / REPEAT / BETTERMENT

E) STUDENT SERVICES SUPPORT

Any additional student services support is required by students:

<input type="checkbox"/> Attend Social Counselling <input type="checkbox"/> Others : [Please state] _____ <input type="checkbox"/> Nil
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F) PARENTS / GUARDIANS INFORMATION

Name

Phone No

Address

G) ACADEMIC ADVICE AND IMPROVEMENT PLAN FROM MENTOR (IF ANY)

Overall Comment:

H) APPOINTMENT OF NEXT FOLLOW UP MEETING

Proposed Date: _____

(Student's signature)

Name :

Date :

(Academic Mentor signature)

Name :

Date :

I) For FACULTY / SCHOOL / COLLEGE COORDINATOR USE

- () Already registered all recommend courses in item (D)
() Already registered a few courses with adjustments in item (D) due to the clashing issue.
(Any adjustments in item D must be consulted with academic mentor)

(Coordinator's signature)

Name :

Date :