



Sur University College
STUDENT AFFAIRS DEPARTMENT

ORIENTATION WEEK FOR THE FIRST SEMESTER: (24 - 26/09/2018) *

Day	Date	Timing	Events	Committee Responsible	Venue
Monday	24/09/2018	09:30 - 10:30 A.M	The organizational structure of the college, the college academic staff, the college rules and regulations , the concept of academic guidance , the Foundation, Administration, Engineering and Information Technology Departments and their functions and Foundation Program	<ul style="list-style-type: none"> The Dean of the college. The Asst. Dean for Academic and Research Affairs. The Asst. Dean for Students Affairs. The Heads of Departments. 	THE FOUNDATION DEPARTMENT BUILDING
		10:30-11:00 A.M	Group 1 The Admission and Registration Department and its functions.	<ul style="list-style-type: none"> The Head of the Department or his Representative. 	
		11:00-11:30 A.M	Group 1 The Department of Students Affairs, students' activities and accommodation.	<ul style="list-style-type: none"> The Head of the Department or his Representative. 	
		11:30 – 12:00 P.M	Learning Resources Center (LRC)	<ul style="list-style-type: none"> The Head of Information Resources Center or his Representative. 	
		12:00-12:30 P.M	A tour to the college laboratories, administration offices, Information Resources Center, classrooms and other college facilities.	<ul style="list-style-type: none"> Students Affairs Staff. 	
Tuesday	25/09/2018	09:30 - 10:30 A.M	Group 2 The organizational structure of the college, the college academic staff, the college rules and regulations , the concept of academic guidance , the Foundation, Administration, Engineering and Information Technology Departments and their functions and Foundation Program	<ul style="list-style-type: none"> The Dean of the college. The Asst. Dean for Academic and Research Affairs. The Asst. Dean for Students Affairs. The Heads of Departments. 	

Wednesday	26/09/2018	10:30-11:00 A.M	The Admission and Registration Department and its functions.	<ul style="list-style-type: none"> • The Head of the Department or his Representative.
		11:00-11:30 A. M	The Department of Students Affairs, students' activities and accommodation.	<ul style="list-style-type: none"> • The Head of the Department or his Representative.
		11:30 – 12:00 P.M	Learning Resources Center (LRC)	<ul style="list-style-type: none"> • The Head of Information Resources Center or his Representative.
		12:00-12:30 P.M	A tour to the college laboratories, administration offices, Information Resources Center, classrooms and other college facilities.	<ul style="list-style-type: none"> • Students Affairs Staff.
		4:00 - 4:30 P. M	The organizational structure of the college, the college academic staff, the college rules and regulations , the concept of academic guidance , the Foundation, Administration, Engineering and Information Technology Departments and their functions and Foundation Program	<ul style="list-style-type: none"> • The Dean of the college. • The Asst. Dean for Academic and Research Affairs. • The Asst. Dean for Students Affairs. • The Heads of Departments.
		4:30-5:00 P.M	The Admission and Registration Department and its functions.	<ul style="list-style-type: none"> • The Head of the Department or his Representative.
		5:00- 5:30 P. M	The Department of Students Affairs, student's activities and accommodation.	<ul style="list-style-type: none"> • The Head of the Department or his Representative.
		5:30 – 6:00 P.M	Learning Resources Center (LRC)	<ul style="list-style-type: none"> • The Head of Information Resources Center or his Representative.
		6:00-6:30 P.M	A tour to the college laboratories, administration offices, Information Resources Center, classrooms and other college facilities.	<ul style="list-style-type: none"> • Students Affairs Staff.
			Group 3	