

كلية طب وجراحة الفم والأسنان

College of Oral & Dental Surgery

Student Guide to Academic Advising

2025-2024



Academic Advising

➤ **Introduction to the College**

The college was established in 1996, and classes began in the fall of the same year. The Bachelor of Dental Surgery (BDS) degree awarded by the college has been officially recognized as equivalent to those of public universities. The first graduating class completed their studies in the spring semester of 2002.

The college of Dentistry offers:

- Bachelor of Dental Surgery (BDS)
- Master's degrees in the following specializations:
 - ❖ Oral Medicine, Periodontology, and Diagnosis
 - ❖ Endodontics
 - ❖ Prosthodontics
 - ❖ Conservative Dentistry
 - ❖ Oral Pathology
 - ❖ Oral Biology
 - ❖ Oral and Maxillofacial Surgery
 - ❖ Implant Dentistry
 - ❖ Orthodontics

The college organizes advanced training courses in Laser Applications, Implant Dentistry, and Digital Dentistry in collaboration with the University of Genoa, Italy. Additionally, it offers a master's degree in Laser Applications through the university's Laser Applications in Dentistry Center.

There are ongoing efforts to launch a bachelor's degree in dental surgery in French, in collaboration with Saint Joseph University in Lebanon.

The Faculty of Dentistry is a pioneer in continuing education. It has initiated a training program for dentists to qualify for the Membership of the Royal College

of Surgeons of Edinburgh (MFDS, MRD, MORTHQ, and MOMS) in various dental specialties.

College Vision

The Faculty of Dentistry at Misr University for Science and Technology aspires to be among the leading dental faculties both regionally and internationally.

College Mission

The Faculty of Dentistry at Misr University for Science and Technology is committed to graduating highly qualified dental professionals who meet the demands of the job market. The faculty fosters a scientific and professional research ecosystem and provides advanced healthcare services in alignment with ethical values.

Contact Information

Email:	Hotline:
Dentistry@must.edu.eg	16878

Introduction to Academic Advising

Understanding university systems and regulations is essential for a student's academic success and helps them avoid obstacles that may hinder their progress. Academic advising is a fundamental aspect of the educational process and is a key requirement for quality education. It is a collaborative process between the academic advisor and the student, designed to help students adapt to university life, become familiar with rules and regulations, and receive the necessary support to overcome challenges that could affect their academic progress.

Academic advising aims to guide students and provide them with appropriate counseling to help them navigate various academic challenges, understand their issues, and work towards resolving them. This contributes to preparing an educated generation capable of making sound decisions based on knowledge and scientific reasoning.

As part of supporting your academic journey, we are pleased to present this Academic Advising Guide, which serves as an essential resource for information on academic pathways, graduation requirements, and how to choose specializations that align with your interests. Through this guide, you will gain a deeper understanding of the credit hour system and benefit from guidance that enhances your academic success and personal development.

In summary, the Academic Advising Guide is your partner in building a successful academic and professional future.

What is Academic Advising?

Academic advising is a professional and educational process provided to university students. It is one of the most important tools that help students integrate into the academic environment and achieve the highest levels of success.

Objectives of Academic Advising:

1. Support students throughout their academic journey to help them complete their studies within the designated timeline.
2. Provide academic guidance and information, increasing students' awareness of the college's mission and objectives.
3. Monitor students' academic performance and assist them in successfully completing their studies.
4. Help students overcome academic and administrative challenges.
5. Equip students with time management skills and scientific decision-making abilities.

Who is the Academic Advisor?

The academic advisor is a college member or teaching assistant responsible for guiding a group of students. They act as a liaison between the college administration and students, ensuring that students understand and achieve the objectives of academic advising.

Role of the Academic Advisor:

1. Provide a supportive and friendly environment for students within the framework of university traditions, helping them navigate any challenges they may encounter.
2. Familiarize students with their academic program and graduation requirements.
3. Introduce students to college regulations, policies, and ethical guidelines.
4. Establish academic advising hours and inform students of them through email or announcements. The designated department head must be notified of these hours.
5. Assist students in developing a comprehensive study plan from their first academic year.
6. Develop alternative study plans for students in case of academic difficulties.
7. The academic advisor plays a vital role in ensuring students succeed in their academic journey. This includes guiding them toward exchange programs that enhance their university experience and encourage their participation in international academic activities.

Academic Advising Mechanism:

1. Selection of faculty members and academic staff responsible for advising students.
2. The designated staff prepares lists of assigned students for each academic advisor.
3. Announcement of academic advisors and their assigned students.
4. Organizing an advising week before course registration.
5. The academic advisor meets with students according to a schedule, with the flexibility to adjust appointments in the first week.
6. The academic advisor conducts both group and individual meetings to support students and help them solve academic challenges.
7. Faculty members submit monthly reports detailing student meetings, including challenges faced and proposed solutions.
8. Reports are submitted and discussed by the college council to address any obstacles without violating essential registration policies.

Registration Rules

Article 1:

The minimum course load for registration in a semester is 12 credit hours, except in the following cases:

1. Graduation
2. Transitioning to a new academic level

Article 2:

Students with a cumulative GPA below 2.0 are allowed to register for the minimum course load of 12 credit hours until they improve their GPA. They may increase their credit hours to 14 credit hours with academic approval, and in some cases, they may increase up to 15 credit hours upon payment of additional tuition fees per extra hour.

Article 3:

Students with a cumulative GPA between 2.0 and 2.5 are allowed to register for the credit hours designated by their academic plan. However, they are not permitted to exceed the allowed course load until their GPA improves.

Article 4:

Students are allowed to register for up to 3 additional credit hours beyond the allowed limit upon payment of the required fees. The total number of registered credit hours must not exceed 21 credit hours, ensuring compliance with academic regulations.

Article 5:

Students are allowed to register for up to 4 additional credit hours beyond the standard limit upon payment of the required fees, with a total not exceeding 23 credit hours, under the following conditions:

1. Graduation cases
2. Students with a cumulative GPA of 3.0 or higher
3. Transitioning to a new academic level

Article 6:

In all the above cases, it is required that there are no schedule conflicts.

Article 7:

Manual registration is strictly prohibited. Only electronic registration through the university system is allowed, and the registration must be approved by the academic advisor within the official registration period.

➤ Important Terminology

University President	The University President is the individual who holds the highest administrative position at the university and is responsible for its leadership and management. The president oversees major administrative and academic decisions within the university and its affiliated institutions. The University President is generally responsible for guiding academic and administrative policies and ensuring their implementation. They work towards enhancing academic quality, developing educational programs, and managing financial, human, and infrastructure resources. Additionally, the president collaborates with the university's academic and administrative bodies to achieve the university's goals and vision.
Vice President for Education and Student Affairs	The Vice President for Education and Student Affairs is a high-ranking official within the university's administrative structure. This role focuses on enhancing the quality of education and providing the necessary support for students.
Dean	The Dean is an individual with broad authority to make administrative and academic decisions. They oversee the academic institution's operations, ensure quality education, and manage financial and administrative resources in alignment with the institution's policies.
Vice Dean for Education and Student Affairs	The Vice Dean for Education and Student Affairs is the primary official responsible for overseeing academic and student affairs within the college. This role includes implementing educational policies, academic procedures, and student support programs. Additionally, the Vice Dean ensures a supportive academic environment, collaborates with faculty, and oversees the development of innovative educational initiatives.
Department Chair	The Department Chair is responsible for managing the academic department, working on curriculum development, research

	enhancement, and faculty supervision. They ensure that educational and training programs align with academic standards.
Academic Advisor	An Academic Advisor is a faculty member selected by the college or department to provide academic guidance. They assist students in choosing courses, overcoming academic challenges, and understanding university policies.
Course	A course is a structured academic subject included in the student's study plan. It has a specific name, code, and credit hours, and outlines the topics and skills that students must learn.
General Requirements	These are the mandatory courses that all university students must take, regardless of their specialization.
Compulsory Courses	Compulsory courses are core subjects that are pre-determined by the educational institution. These courses are an essential part of the academic program and must be completed successfully to meet graduation requirements. They provide fundamental knowledge and skills necessary for the student's chosen specialization.
Department Electives	Department electives are optional courses that students can choose freely from a list of subjects available within a specific academic program. These courses typically cover specialized topics that enhance students' knowledge and expertise in academic and practical fields. Elective courses allow students to customize their academic path based on their interests and career goals.
Prerequisite	A prerequisite is a course or a set of courses that a student must complete successfully before enrolling in a more advanced or related course.

Credit Hours	A credit hour system is an academic framework that does not rely on fixed study years but instead on the number of credit hours completed. Each credit hour represents 50 minutes of lecture time (not 60 minutes), and weekly classroom hours determine the total credit allocation. In a regular semester, one credit hour corresponds to three weekly hours, while in a summer semester, it is condensed into a shorter period.
Academic Number	An academic number is a unique identifier assigned to each student upon enrollment at the university. It is used for tracking academic records, registration, and financial transactions. The academic number is critical for accessing enrollment details, grades, course schedules, and tuition payments. It is considered sensitive information that must be protected and used securely.
Academic Level	The academic level refers to the stage of study that a student is currently in, based on the approved study plan.
GPA (Grade Point Average)	GPA is a unit of measurement that evaluates a student's academic performance within a single semester.
CGPA (Cumulative Grade Point Average)	<p>CGPA is a unit of measurement that assesses a student's overall academic performance across all completed semesters. It is calculated by dividing the total grade points earned in all completed courses by the total number of credit hours attempted.</p> <p>Formula:</p> $\text{CGPA} = (\text{Total Grade Points for All Courses}) / (\text{Total Credit Hours Attempted}).$
Academic Year	An academic year is the time frame in which an educational institution delivers its academic programs. It usually consists of two

	<p>main semesters—Fall and Spring, with an optional summer semester.</p> <ul style="list-style-type: none"> • The Fall and Spring semesters typically last 15 weeks each. • The Summer semester lasts up to 7 weeks.
Study Plan	<p>A study plan is a document that outlines the academic requirements students must fulfill to obtain their degree. It includes:</p> <ul style="list-style-type: none"> • The total number of credit hours required. • Mandatory and elective courses. • Prerequisites and course sequences. • Enrollment schedules and deadlines. <p>The study plan helps students navigate their academic journey effectively, ensuring they meet graduation requirements and achieve their academic and professional goals.</p>
Early Registration	<p>Early registration allows students to enroll in courses before the start of the registration period for each semester. This enables students to plan their academic schedule in alignment with their study program requirements.</p> <p>Students are encouraged to coordinate with their academic advisor to select the most suitable courses for the upcoming semester.</p>
Drop/Add Period	<p>The Drop/Add Period is a timeframe during which students are allowed to add or drop courses within their study plan without exceeding the minimum and maximum course load limits.</p> <p>This period occurs at the beginning of each semester and allows students to adjust their schedules as needed.</p>
Academic Withdrawal	<p>Academic withdrawal is an official process available for students facing unforeseen circumstances that negatively affect their academic performance.</p> <p>Examples include serious medical conditions or the death of an immediate family member.</p> <p>If approved, an academic withdrawal replaces all course grades for the affected semester with a "W" (Withdrawn) grade.</p>

	Students may also withdraw from individual courses as long as their total registered credit hours do not drop below 12.
Study Load	<p>Study load refers to the total number of credit hours a student is allowed to register for in a semester.</p> <p>The minimum and maximum study load limits are set according to the university's academic regulations.</p>
Minimum Academic Load	<p>The minimum number of credit hours required per semester depends on the academic system:</p> <ul style="list-style-type: none"> • For the semester system: The minimum load is 12 credit hours. • For the annual system: The minimum load is 20 credit hours.
Maximum Academic Load	<p>The maximum number of credit hours a student can register for in a semester:</p> <ul style="list-style-type: none"> • Semester system: Up to 23 credit hours • Annual system: Up to 40 credit hours
Incomplete Grade (I)	<p>An incomplete (I) grade is assigned to a student's record if they fail to complete the course requirements within the designated timeframe.</p> <p>This is usually granted in cases where a student misses an exam due to an accepted excuse.</p>
Transcript	A transcript is an official academic record that documents a student's grades, cumulative GPA (CGPA), and total credit hours completed.

Banner System	<p>The Banner System is a comprehensive student information management system widely used in universities and colleges. It allows students to:</p> <ul style="list-style-type: none"> • Register for courses • Drop and add classes • View grades • Access their schedules <p>The system also automatically updates students' GPA and academic records while maintaining academic integrity.</p>
Regular Student	<p>A regular student is one who attends all lectures and practical sessions and has an attendance rate of at least 75% per semester.</p>
Discontinuous Student	<p>A discontinuous student is one who:</p> <ul style="list-style-type: none"> • Fails to register for a semester • Withdraw from a semester, either with or without an excuse • Has not attended for two consecutive semesters or three non-consecutive semesters <p>A student who exceeds these limits without a valid excuse faces dismissal from the university.</p> <p>In certain cases, the university council may grant approval for extended discontinuation.</p>
Underachieving Student	<p>An underachieving student is a student who receives a lower grade than in the previous academic year, experiences academic delays, or has a cumulative GPA below 2.0 after completing a full academic year.</p> <p>These students may face learning difficulties or challenges in the educational process due to cognitive, psychological, social, or financial factors. They receive academic support before facing academic penalties.</p>
Overachieving Student	<p>An overachieving student is a student who achieves excellent grades in all subjects and ranks among the top-performing students.</p>

	<p>These students require special guidance and academic support to maintain their high academic performance.</p>
Academic Warning	<p>An academic warning is issued to students when their cumulative GPA falls below 2.0.</p> <p>If the student's GPA remains below 2.0 for three consecutive semesters, they are at risk of academic dismissal or suspension from the university.</p>
Smart Learning Platform	<p>The Smart Learning Platform is the university's online learning system that provides students with access to educational content, recorded lectures, e-books, and online exams.</p> <p>This platform enhances students' ability to manage their time effectively and engage in interactive learning.</p> <p>Access the platform here: https://smartlearning.must.edu.eg/ </p>
Microsoft teams	<p>Microsoft Teams is a collaborative communication platform used for online learning.</p> <p>It allows students to attend live lectures, share educational resources, and interact with instructors and peers.</p> <p>Microsoft Teams enhances the learning experience by providing a flexible and interactive environment for accessing materials and engaging in real-time discussions.</p>
Service Desk Plus	<p>Service Desk Plus is an IT support management system at the university that provides effective and organized technical assistance for students and staff.</p> <p>It addresses technical issues, service requests, and complaints related to university systems.</p> <p>Students can submit their requests or complaints, and the relevant support team will respond accordingly.</p> <p>Common issues handled include problems with university email, academic advising, and other IT-related concerns.</p> <p>Support link: https://support.must.edu.eg/ </p>

Muster application	<p>Muster is a university application designed to provide students with quick and easy access to frequently needed data.</p> <p>It allows students to register, drop, and withdraw from courses, as well as view their academic schedules anytime and anywhere.</p>