New Students Orientation Program

16– 17 January, 2024

Spring Semester 2023 - 2024

Prepared by:

Academic Advising Unit
Arab Open University – Saudi Arabia

Day One:

Meeting of Deans of Colleges, Admission and Registration Officer, and Student Affairs with New Students

- **Date:** Tuesday, January 16, 2024 - Time: (11:00 AM - 1:00 PM)

- **Presenters:**
  - Deans of Colleges
  - Admission and Registration Officer
  - Student Affairs Officer

- **Target audience:** New students

- [Orientation Link on YouTube](#)

Day One Program:

No	Topic	Presenter
1	Introduction to the different tracks in each college, the differences between them and future job fields for each major	Deans of Colleges
2	Introduction to the services provided by the admissions & registration department	Admission & Registration Officer
3	Introduction to the services provided by the student affairs department	Student affairs Officer

Day Two:

Meeting of Electronic Systems Officers with New Students

- **Date:** Wednesday, January 17, 2024 - Time: (12:00 PM – 2:30 PM)

- **Presenters:**
    - Learning Management System (LMS) Admin
    - Student Information System (SIS) Admin
    - University Email & MS. Teams Admin

- **Target audience:** New students

- **Orientation Link on YouTube**

Day Two Program:

No	Time	Topic	Presenter
1	12:00	How to Use (LMS)	LMS Admin
2	12:40	How to Use (SIS)	SIS Admin
3	1:20	Activating the student's university email	University Email & MS. Teams Admin
4	1:50	How to use MS Teams	