



# **New Students Orientation Program**

**19 – 20 January, 2025**

**Spring Semester 2024 – 2025**

**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:** Sunday, January 19<sup>th</sup> , 2025 – Time: (10:00 AM – 12:00 PM)
- **Presenters:**
  - Deans of Colleges
  - Admission and Registration Officer
  - Student Affairs Officer
- **Target audience:** New students
- **Orientation Link on YouTube**

## Day One Program:

No	Time	Topic	Presenter
1	10:00 AM	Introduction to the different tracks in each college, the differences between them and future job fields for each major	Deans of Colleges
2	10:40 AM	Introduction to the services provided by the admissions & registration department	Admission & Registration Officer
3	11:10 AM	Introduction to the services provided by the student affairs department	Student affairs Officer

## Day Two:

# Meeting of Electronic Systems Officers with New Students

- **Date:** Monday, January 20<sup>th</sup> , 2025 – Time: (11:00 AM – 1:30 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	11:00 AM	How to Use (LMS)	LMS Admin
2	11:40 AM	How to Use (SIS)	SIS Admin
3	12:20 PM	Activating student's university email	University Email & MS. Teams Admin
4	12:50 PM	How to use MS Teams	