

How to schedule an appointment with your Academic Advisor in Appointment Manager

كيفيه حجز موعد مع مرشدك الاكاديمي من خلال نظام الحجز الالكتروني

Step 1: Go to: <https://myadvisor.qu.edu.qa/amonline/>

الخطوة الأولى: قم بالضغط على الموقع

Step 2: Select your college

الخطوة الثانية: اختار كليتك



Step 3: Select the program, date and timing and your assigned advisor in the Banner System

الخطوة الثالثة: قم باختيار مكتب الارشاد الاكاديمي الخاص بك، و المرشد الاكاديمي الخاص بك

Program :

☒ All ☐ CBE - Male Advising Office ☐ CBE - Female Advising Office

Options :

☒ Show All ☐ Filter By - Date Range

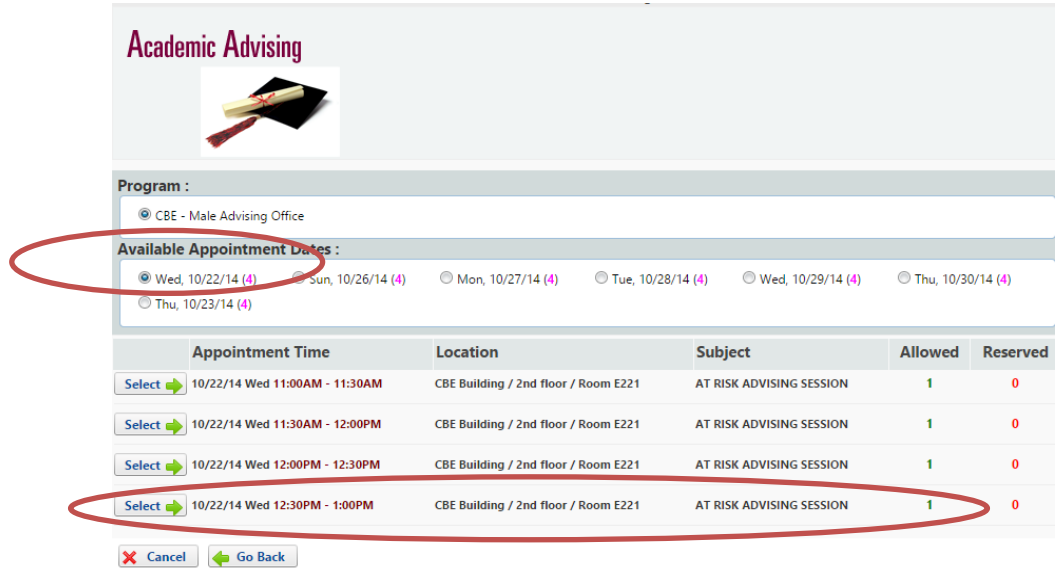
Date: 10/21/2014 **Time:** 8:00 AM

10/28/2014 5:00 PM

Select	Morina, Dardan (126)
Select	Zaghmout, Tamara
Select	Al-Aqeeli, Reem (72)
Select	Saba, Helen (79)
Select	Al-Thani, Maha (85) *** CBE female students ***
Select	Hosny, Amr (151)
Select	Badr, Omneya (28) *** CBE Male Advising Office only ***
Select	Elhusain, Ameera (585)
Select	Alanany, Ghada (71) *** Students should cancel their appointment in a timely manner through appointment manager ***
Select	Al-Hemeidi, Sara
Select	Al-Dafa, Hind

Step 4: Select from the listed available appointment dates and click on ‘Select’

الخطوة الرابعة: قم باختيار وقت من الاوقات المتاحة للمقابلات



Academic Advising

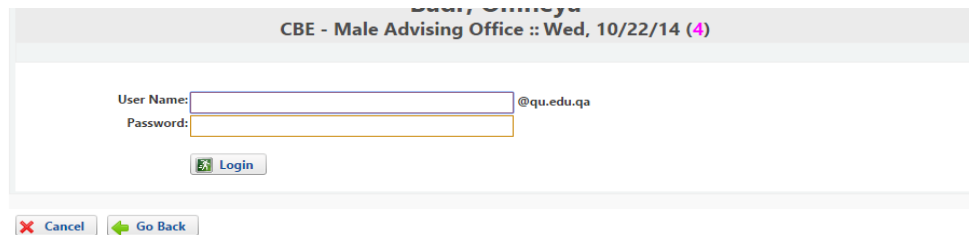
Program :
☒ CBE - Male Advising Office

Available Appointment Dates :
☒ Wed, 10/22/14 (4) ☐ Sun, 10/26/14 (4) ☐ Mon, 10/27/14 (4) ☐ Tue, 10/28/14 (4) ☐ Wed, 10/29/14 (4) ☐ Thu, 10/30/14 (4)
☐ Thu, 10/23/14 (4)

	Appointment Time	Location	Subject	Allowed	Reserved
Select	10/22/14 Wed 11:00AM - 11:30AM	CBE Building / 2nd floor / Room E221	AT RISK ADVISING SESSION	1	0
Select	10/22/14 Wed 11:30AM - 12:00PM	CBE Building / 2nd floor / Room E221	AT RISK ADVISING SESSION	1	0
Select	10/22/14 Wed 12:00PM - 12:30PM	CBE Building / 2nd floor / Room E221	AT RISK ADVISING SESSION	1	0
Select	10/22/14 Wed 12:30PM - 1:00PM	CBE Building / 2nd floor / Room E221	AT RISK ADVISING SESSION	1	0

Step 5: Login with your QU Username and Password

الخطوة الخامسة: ادخل اسم المستخدم و كلمه المرور



CBE - Male Advising Office :: Wed, 10/22/14 (4)

User Name: @qu.edu.qa
Password:

Step 6: Select your reasons to visit and Click the ‘Submit Reservation’ to finish the appointment reservation.

الخطوة السادسة: اختر سبب الزيارة و اضغط على الزر الموضح ادناه



CBE - Male Advising Office :: Wed, 10/22/14 (4)
Reserving For :: 3@student.qu.edu.qa

Appointment Time	Location	Subject	Allowed	Reserved
10/22/14 Wed 11:00AM - 11:30AM	CBE Building / 2nd floor / Room E221	AT RISK ADVISING SESSION	1	0

Please complete the following questionnaire (* Mandatory):

1. * Reason(s) for visit:

- ☐ Add or drop
- ☐ Early Registration
- ☐ Information about the Study Plan
- ☐ Information about courses

2. Note for advisor (If you selected reason for visit is "Other", please specify):

Please Click the "Submit Reservation" above this to finish appointment reservation.

Qatar University
Appointment Manager 9.0 - Q2 2014 - 0630
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Above is an example of a student’s appointment reservation with his assigned academic advisor.

هذا نموذج حجز طالب لموعد مع مرشده الاكاديمي.

هام Important

If you do not reserve an appointment with your assigned advisor, you will receive an error message

إذا لم تقم بحجز موعد مع مرشدك الأكاديمي الرسمي، سوف تتلقى رسالة تفيد بأن حجزك لم يتم

“Reservation FAILED. For this program, you can make an appointment with your assigned advisor only.”