

كيفية حجز موعد مع مرشدك الأكاديمي

How to book an appointment with your Academic Advisor

1. قم بالذهاب الى موقع <https://myadvisor.qu.edu.qa/ramonline>

Go to <https://myadvisor.qu.edu.qa/ramonline>

Qatar University Success Scheduler

Now you can schedule an appointment online with an advisor through your Qatar University Success Scheduler! You are able to get automatic email or even text reminders if you schedule your appointment online through Qatar University Success Scheduler!

Book Appointment

It's very easy, please follow along ...

[Schedule Appointment](#)

قم بالذهاب الى موقع
myadvisor.qu.edu.qa/ramonline
من اجل حجز موعد

View/Cancel Appointment

To view or cancel your appointment, please follow the link below ...

[My Appointments](#)

Sign-in for Today's Drop-in Advising

To sign-in for today's drop-in advising appointment, please follow the link below ...

[Sign-in for today's drop-in advising](#)

2. قم بالضغط على 'Schedule Appointment'

Click on 'Schedule Appointment'

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Book Appointment

It's very easy, please follow along ...

[Schedule Appointment](#)

قم بالضغط على
Schedule Appointment
من اجل اخذ موعد مع المرشد

View/Cancel Appointment

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3. قم باختيار الكلية الخاصة بك، بعد اختيار الكلية قم بالضغط على 'Continue'

Choose your college then click 'Continue'

The screenshot shows the Qatar University portal with the following elements:

- Header: Qatar University logo and name in Arabic and English, with a 'Home' link.
- Form Section: 'Select a College/Reason: *' with a dropdown menu showing '02. College of Business and Economics - Academic Advising'. A help icon is present.
- Form Section: 'Student Type: *' with a dropdown menu showing 'Currently Enrolled Student'. A help icon is present.
- Form Section: 'Appointment Type: *' with a dropdown menu showing 'Advisor Appointment'. A help icon is present.
- Buttons: 'Continue' and 'Back' buttons at the bottom.
- Annotations: An arrow points to the 'Select a College/Reason' dropdown with the text 'قم باختيار الكلية الخاصة بك'. Another arrow points to the 'Continue' button with the text 'بعدها قم بالضغط على Continue'.

4. قم باختيار المكتب الخاص بك

Choose your campus/office

The screenshot shows the Qatar University portal with the following elements:

- Header: Qatar University logo and name in Arabic and English, with a 'Home' link.
- Form Section: 'College >> Program: *' with a dropdown menu showing 'College of Business and Economics'. A help icon is present.
- Form Section: 'Select to continue' with a dropdown menu showing 'CBE - Female Advising Office' and 'CBE - Male Advising Office'.
- Buttons: 'Back' button at the bottom.
- Annotations: An arrow points to the 'College >> Program' dropdown with the text 'قم باختيار القسم الخاص بك'.

5. بعد اختيار المكتب الخاص بك قم الان باختيار المرشد الأكاديمي الخاص بك

Click on the name of your Academic Advisor

The screenshot shows the Qatar University web portal. At the top, there is a header with the university's logo and name in Arabic and English, and a 'Home' link. Below the header, there is a section titled 'College >> Program: *' with a dropdown menu showing 'CBE - Male Advising Office'. To the right of the dropdown is a 'Help' icon and a 'Show Filter Options' link. Below this, there is a 'Select to continue' section. It contains a list of advisors, with 'Dardan Morina' selected. To the left of the list, there is a text label 'قم باختيار المرشد الخاص بك' (Select your advisor) with an arrow pointing to the selected advisor. Below the list, there is a 'Back' button.

6. قم الان باختيار اليوم والوقت المناسبين لأخذ موعد مع المرشد الأكاديمي الخاص بك.

Choose your preferred date and time for the appointment

The screenshot shows the Qatar University web portal. At the top, there is a header with the university's logo and name in Arabic and English, and a 'Home' link. Below the header, there is a section titled 'Available Dates: *'. It contains a list of dates, with 'Sat, 08/15/20' selected. To the right of the list, there is a text label 'قم باختيار اليوم المناسب لك' (Select the appropriate day for you) with an arrow pointing to the selected date. Below this, there is a section titled 'Available Time Slots: * 08/15/20'. It contains a list of time slots, with 'Sat, 8:30AM - 8:45AM' selected. To the right of the list, there is a text label 'قم باختيار الوقت المناسب لك' (Select the appropriate time for you) with an arrow pointing to the selected time slot.

7. قم بتسجيل الدخول باستخدام حسابك الجامعي الخاص

Log in with your QU username and password

The screenshot shows the login interface for Dardan Morina at the College of Business and Economics - CBE - Male Advising Office. The appointment is for Saturday, 08/15/20, from 8:30AM to 8:45AM. A pink box contains a note: "PLEASE NOTE: Your appointment is not yet confirmed. You must login to continue and finalize your booking. Thank you." Below this, there are two login options: "Login using QU ID" and "قم بتسجيل الدخول باستخدام حسابك الجامعي". The "Login using QU ID" option is selected, showing fields for "QU ID" and "Password", with "Log In" and "Back" buttons.

8. قم بوضع رقم هاتفك وقم باختيار أسباب أخذك للموعد

Write your mobile number and the reason for the visit

The screenshot shows a questionnaire form titled "Please complete the following questionnaire:". It has two main sections: "1. Mobile Phone: *" and "2. Reason(s) for visit: *". The "Mobile Phone" section has a text input field. The "Reason(s) for visit" section has a list of checkboxes: "Add & Drop", "Early Registration", "Information about the Study Plan", "Information about courses", "Expected to Graduate", "Transfer", "On probation (GPA less than 2.00)", "At risk (GPA less than 2.3)", and "Reinstated student". On the left side, there are two labels with arrows pointing to the respective sections: "قم بوضع رقم هاتفك" (Write your mobile number) pointing to the "Mobile Phone" section, and "قم باختيار أسباب أخذك للموعد" (Select the reason for your appointment) pointing to the "Reason(s) for visit" section.

9. في حال تم اختيار "أخرى"، يرجى ذكر الأسباب لأخذك للموعد في جزء الملاحظات. بعد الانتهاء قم بالضغط على 'Submit Reservation'

If you choose Other, please specify the reason for visit then click 'Submit Reservation'

<input type="checkbox"/> Transfer
<input type="checkbox"/> On probation (GPA less than 2.00)
<input type="checkbox"/> At risk (GPA less than 2.3)
<input type="checkbox"/> Reinstated student
<input type="checkbox"/> Appeal student
<input type="checkbox"/> Withdrawal Student
<input type="checkbox"/> Information about student services (such as tutoring, writing, counseling, financial aid etc.)
<input type="checkbox"/> Foundation Program Student – Information about Placement Test (Accuplacer / ACT / SAT / IELTS / TOEFL) and Scores
<input type="checkbox"/> Personal Issue
<input type="checkbox"/> Other. Please specify below:

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

يمكنك هنا كتابة ملاحظات للمرشد او اسباب اخرى لأخذك الموعد

بعد الانتهاء من اختيار الأسباب قم بالضغط على

Submit Reservation

Submit Reservation