

## Guidelines for Probation students regarding academic counseling session SUMMER 24-25

Academic Probation Counseling Begins: **24 July 2025**

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Dear Probation Students,

You have been assigned an academic counselor to support your progress for summer 2024-25. Please read the following instructions carefully and take the necessary actions without delay. Your regular attendance is **mandatory**.

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### 1. Find & Contact Your Counselor

- **View the Counselor List** (check the attached file)
  - **Check your portal** for your counselor's name, email, and office hours.
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### 2. Schedule Your Sessions

- **When:** Once weekly, Counseling Begins: **24 July 2025**
  - **Mode:** Online **or** In-person (Contact counselor)
  - **Reminder:** You and your counselor will receive a portal notification **24 hours before** each session.
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### 3. What to Bring & Share

- **Weekly Performance Update:** Grades, attendance, any missed classes (e.g., due to illness)
  - **Questions/Concerns:** Get ready to discuss any issues and how to move forward.
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### 4. If Your Counselor Is Unavailable

- Notify your department head/concern immediately.
- If unavailability continues for **more than one week**, email the Office of Probation.

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## 5. Exam Clearance Requirements

Exam	Counseling Sessions	Parental Agreement (PAF)
Mid-Term	2 sessions	Not required
Final-Term	2 sessions	Must meet in-person for PAF signing

**Note:** Students must contact the Probation Office for local guardian matters.

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## 6. Need Help?

### Office of Probation

Registrar Building

Email: [probation@aiub.edu](mailto:probation@aiub.edu)

Hotline: +880 1844 115008

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Counseling is here to support you—make the most of it!

