



Pharos University in Alexandria
English Language Centre
Students Affairs Unit

In this document the most frequently asked questions about the Student Affairs Unit at the English Language Center

About Absences

1- How do you follow up your absences?

The student must browse the Power Campus to know the number of absences. If the student is one of the students of the old list at the university, he must go to the official ELC website of the university - English Language Center - to know the number of absences (Students of the old list – Check your absence).

2- “I recorded an absence in the face-to-face lecture despite attending, but the Power Campus recorded an absence?

If a student records an absence despite attending the lecture, it will be confirmed through the student's group roster that the student did not receive a half absence (due to tardiness) in any of the previous lectures. Because if the student records half an absence, it will be calculated as a full day of absence on Power Campus.

3- “I recorded an absence on 00/00/0000, even I was present at the lecture (face-to-face)?

In this case, the roster of the student's group is first examined to ensure that it is not written by the lecturer as an absence, knowing that the student can be recorded absent if he does not bring the academic book of the English subject while he is in the lecture.

I registered an absence in the online lecture, even though I attended the lecture“ -4 ?on time, and answered all the questions and sent them via Blackboard

In that case, your level specialist will check your Blackboard roster to see if you actually logged in at the correct time, or at a late date, or did not attend the correct .week according to the lecture schedule

If you have proof that you entered on time and sent the solution via your private email, an appeal can be submitted through the academic advisor addressed to the Vice President for Education and Student Affairs with the evidence attached, and it .will be considered for acceptance or rejection

**I missed the year's business exams (Midterm - Listening - Writing - Speaking) -5
(.Reasons (sickness - traveling etc**

In that case the student is recorded absent with an excuse (personal - medical) during the exam period, the student must submit an appeal via the academic advisor attached the evidence of the reason for his/her absence and submit it to the Vice President for Education and Student Affairs for consideration by acceptance or rejection, and then the student must follow up with the college and the center's .student affairs unit the status of his/her appeal

6-I received a first warning, in that case my course will be withdrawn.

A first warning is issued to the student when he/she missed more than 10% of the lectures, a second warning is issued when you miss more than 20% of the lectures, and a force withdrawal (FW) is issued if the student's absence exceeds 25% of .his/her lectures

Therefore, in this case, the course will not be withdrawn unless a first and second warning is issued to the student and he exceeds the percentage of absences set by the .university for the current academic year

❖ I would like to change the group from A to B. ← This change could be happened only if the course conflicts with the rest of the faculty courses registered, and this happens rarely, if that case happened so he/ she must be submitted an appeal via his / her academic advisor to the university administration for consideration of acceptance or rejection.

❖ Enquiries related to registration and placement: -

❖ How to know the student's level

The student's level is determined based on the student's score in the English language subject in high school by the administrative representative for placement and is sent to the university's student affairs and then sent to the colleges to inform students of their level.

❖ In case some students want to enroll in the summer semester

They will have to submit an appeal through the academic advisor to the Vice President for Education and Student Affairs for the possibility of registration, knowing that the priority of registration in summer semester is for graduates only.

❖ **Withdrawing the course for this semester**

If the student wants to withdraw the course at the beginning of the registration time period, the student can withdraw the course through the Power Campus through the approval of his/her academic advisor or by submitting an appeal to the Vice President for Education and Student Affairs, but if the student wants to withdraw the course during the academic period after the addition and deletion period, he/she must withdraw the course through the Student Affairs at the English Language Center.

❖ **The course does not appear on Blackboard**

This inquiry is ascertained by examining the record of registered students who have completed the payment of the required fees to the university and confirming the date of payment. In this case, the student must wait three working days to mark the date of payment on the university system, including the appearance of the material on Blackboard (Collective), and students must check Blackboard periodically to avoid of being recorded as an absence.
