PROSEDUR OPERASI BAKU

BIMBINGAN AKADEMIK

1. Mahasiswa mengecek jadwal bimbingan akademik dari kalender akademik

2. Mahasiswa mengecek nama pembimbing akademiknya pada SIAKAD

3. Mahasiswa mengecek jadwal bimbingan akademik setiap dosen yang dipublikasikan jurusan

4. Mahasiswa mengkonfirmasi jadwal konsultansi kepada dosen pembimbing

5. Mahasiswa mempersiapkan syarat-syarat bimbingan akademik (Kartu Rencana Studi Manual, Kartu Hasil Studi/Transkrip Nilai, bukti pembayaran biaya kuliah terakhir dan alur mata kuliah).

6. Mahasiswa melakukan konsultasi akademik sesuai dengan jadwal yang ditetapkan dengan membawa persyaratan pada No.5

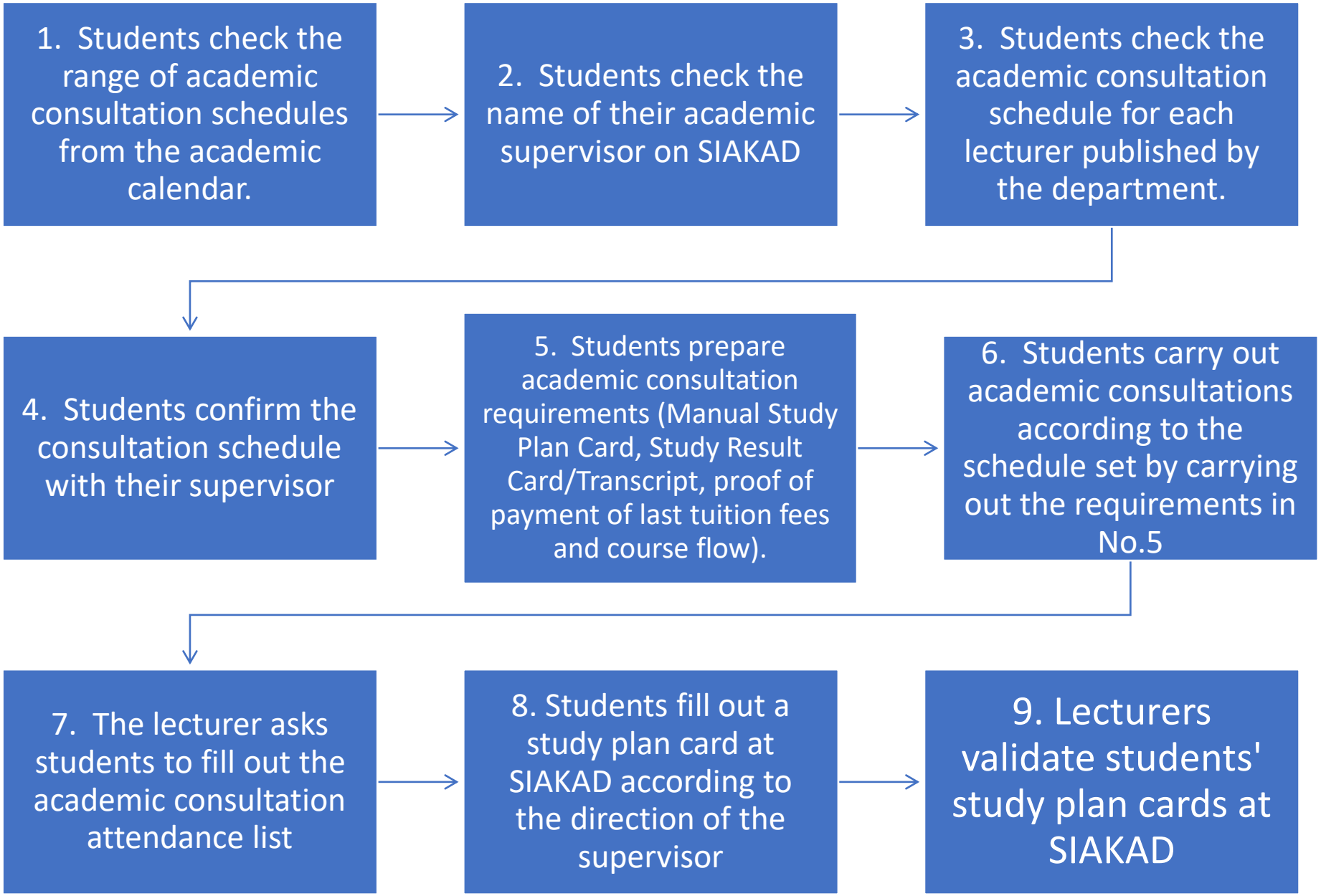
7. Dosen meminta mahasiswa mengisi daftar hadir bimbingan akademik

8. Mahasiswa mengisi kartu rencana studi di SIAKAD sesuai arahan dosen pembimbing

9. Dosen memvalidasi kartu rencana studi mahasiswa di SIAKAD

STANDARD OPERATING PROCEDURE

ACADEMIC CONSULTATION


1. Students check the range of academic consultation schedules from the academic calendar.
2. Students check the name of their academic supervisor on SIAKAD
3. Students check the academic consultation schedule for each lecturer published by the department.
4. Students confirm the consultation schedule with their supervisor
5. Students prepare academic consultation requirements (Manual Study Plan Card, Study Result Card/Transcript, proof of payment of last tuition fees and course flow).
6. Students carry out academic consultations according to the schedule set by carrying out the requirements in No.5
7. The lecturer asks students to fill out the academic consultation attendance list
8. Students fill out a study plan card at SIAKAD according to the direction of the supervisor
9. Lecturers validate students' study plan cards at SIAKAD