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**TWC’s Attendance Records**

**for Probationary Students Sent**

**by Academic Advising**

**Spring 2018**

University of Nizwa Academic Support Services

The Writing Center (TWC) English Lab

**Locate:** Building 2B, 2nd Floor

**Open:** Sundays ~ Thursdays 8:00am to 4:00pm

 Fridays 8:00am to 1:00pm

**Website: www.unizwa.edu.om**

**Email: twc@unizwa.edu.om**

**Facebook:** TWC Nizwa

**Telephone:** 25446614, 25446846

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**TWC Attendance Records for Students Sent by**

**Academic Advising – Spring 2018**

The subsequent attendance records are to be completed by each student sent to TWC by the Office of Academic

Advising. Upon completion of each appointment, students are required to obtain proper signatures and an official

stamp from TWC administration to serve as confirmation that student learning support had been provided by

TWC’s English Lab. The intent of this document is to provide evidence that the concerned probationary student

had effectively participated in the required number of appointments set by the Office of Academic Advising

targeted to reading or writing workshops, conversation sessions, peer tutorials, or academic consultations provided

at TWC’s English Lab as follows:

Students that have failed one (1) Course = **10** appointments required at TWC

Students that have failed two (2) Courses = **20** appointments required at TWC

Students that have failed three (3) Courses = **30** appointments required at TWC

The aims towards the fulfilment of the required appointment criteria at TWC are to assist students with the

improvement of their English language proficiency, provide academic support to further enable learners the

opportunity to be successful in their academic related courses, and progress their overall GPA.

Students are 100% responsible for reserving their own appointments at the front desk of TWC’s English Lab and

for the safekeeping of the attendance record document. Students sent from the Office Academic Advising are

required to submit their official attendance records from TWC upon completion to Dr. Ali Jamal Arafah prior to

the end of the final exam, Spring 2017.

**Review of TWC Programs:**

*(Students are required to participate in workshops in addition their choice of a conversation, tutorial, or consultation)*

1. **Reading Workshops:** Designed to assist students to develop reading compression skills and improve

 vocabulary.

2. **Writing Workshops**: Designed to assist students to develop English writing proficiency and familiarity of the

 writing process.

3. **Conversation Sessions:** Designed to provide an engaging opportunity for students to practice speaking

 English in an authentic setting.

4. **Peer Tutorials:** Designed to assist students with the review of academic course material related to the degree

 programs.

5. **Academic Consultations:** Designed to assist students with Final Year Projects (FYP), assignments, and

 projects.

**TWC Programs & Services Schedule:**

1. **Workshops:** Daily from 10:00am to 10:50 and 11:00am to 11:50am

2. **Conversation Sessions:** Daily from 9:00am to 9:30am, 11:00am to 11:30am, and 1:00pm to 1:30pm

3. **Peer Tutorials:** Daily from 8:30am to 3:30pm – every thirty (30) minutes

4. **Academic Consultations:** Daily from 9:00am to 12:30pm, and 1:30pm to 2:30pm for thirty (30) minutes

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**Academic Student Information:**

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| **Name:** | **Date Assigned to TWC:** |
| **Student ID #:** | **Phone #:** |
| **College: 🞏 CAS 🞏 CPN 🞏 CEA 🞏 CEMIS 🞏 FI** | **Email:** |
| **Major:** | **G.P.A:** | **TOEFL:** |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*FAILED 1,2, OR 3 COURSES REQUIREMENTS\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| **First TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Second TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Third TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Fourth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Fifth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Sixth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Seventh TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Eighth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Nineth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Tenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*FAILED 2 COURSES REQUIREMENTS\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| **Eleventh TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twelfth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Thirteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Fourteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Fifteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Sixteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Seventeenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Eighteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Nineteenth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twentieth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*FAILED 3 COURSES REQUIREMENTS\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| **Twenty-First TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Second TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Third TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Fourth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Fifth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Sixth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Seventh TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Eighth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Twenty-Ninth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Thirtieth TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*EXTRA APPOINTMENTS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| **Extra TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Extra TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Extra TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |

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| **Extra TWC Appointment** | **TWC Stamp:** |
| **Date:** |  |
| **TWC Participation:****🞏 Workshop 🞏 Conversation 🞏 Peer Tutorial 🞏 Academic Consultation** |
| **Name of Peer Tutor/Instructor:** |