**Check List - Spring 1436/1437**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Not Applicable | Yes | No |
| 1. All my sections are taught in a separate slot of time
 |  |  |  |
| 1. All the courses included in form2 are from regular program, no parallel course is included
 |  |  |  |
| 1. All my declared IS600 students have their proposals accepted from the IS department council
 |  |  |  |
| 1. All my declared IS700 student have their proposals accepted from college council
 |  |  |  |
| 1. Near each IS600 or IS699 or IS700 field, I put the name of my student
 |  |  |  |
| 1. I am main supervisor of all IS596, IS600, IS699 and IS700 students included in my filled form
 |  |  |  |
| 1. All my IS600, IS699 and IS700 will not drop the course electronically or manually (**I checked with my students**)
 |  |  |  |
| 1. ALL my IS598 or IS599 students will not drop the course electronically or manually (**I checked with my students**)
 |  |  |  |
| 1. I signed all pages of form1
 |  |  |  |
| 1. I put my employment id in form1
 |  |  |  |
| 1. I signed all pages of form2
 |  |  |  |
| 1. I signed the excel file
 |  |  |  |
| 1. I put my employment id in form2
 |  |  |  |
| 1. I put my committees in form2
 |  |  |  |
| 1. I verified info concerning my section numbers and courses' code
 |  |  |  |
| 1. I will submit the checklist, print of excel file, form1 and form 2 in this order

**Stapling in the top left corner** |  |  |  |

**Faculty Name:**

 **Mobile:**

**Signature:**