

Student Directory for Academic Advising

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Dear Students,

The academic advisory is considered one of the university education pillars in the Kingdom. It aims at helping you get the best educational results represented in an academic distinction and excellence adapting to the university environment by providing you with academic skills. These skills raise your academic levels and your academic achievement and develop your abilities and skills.

Definition of the academic advisory:

Academic advising is defined as a career guidance service. This service is the faculty members' responsibility, which aims to identify problems that hinder students' ability to achieve educational attainment and interaction with the requirements of university life and provide assistance and support by increasing students' awareness of their academic responsibilities. Also, it aims at encouraging students to put more effort into solving various academic problems, which raise their educational attainment by discussing their scientific ambitions.

General facts about the academic advisory:

1. The academic guidance committee at your college is considered one of the pivotal committees in improving the outcomes of the educational process. It is concerned with planning, coordinating, and supervising the academic supervision process at the colleges.
2. The academic advisory is the responsibility of the faculty members in the scientific departments and students themselves. Therefore, all faculty members and students will participate in the academic advisory activities.
3. Receiving any academic advisory service is considered a genuine right for the students preserved by the executive and regulatory rules and regulations under which the university operates.
4. The academic advisor is one of the faculty members appointed by the concerned academic department according to the regulation that organizes the faculty members' affairs.

The goals of the academic advisory:

The goals of the academic advisory are as follows:

1. Providing the necessary support for the students during their studies to complete the study plan and all requirements within the permitted period of time.
2. Providing academic and guidance information to students and increasing their awareness of the university's mission, goals and regulations.
3. Supervising students academically to help them complete their studies efficiently and supporting the university's efforts in providing an outstanding educational environment by graduating qualified students for the labor market.
4. Helping students to identify scientific disciplines that suit their mental abilities and their inclinations.

5. Guiding students who stumble academically, taking care of them, following them up in raising their scientific level, and helping them overcome their academic and administrative problems.
6. Providing students with suggestions and tips to improve their educational attainment and help them overcome their academic and administrative problems.
7. Raising students' awareness on campus and providing the university with resources and services to improve their academic and cognitive levels.
8. Providing students with professional opinions based on the professional experience of the academic advisor, such as organizing their time and investing it positively to gain the best methods for studying, and to have good achievement.

Academic advisory's services:

Academic advising services are summarized as follows:

1. Identifying the available scientific and professional opportunities of specialization for all students.
2. Taking advantage of orientation programs for new students, introduce the study system and tests achieving registration, adapting to the university studies, informing them of their rights and duties.
3. Recognizing academic, behavioral irregularities in cheating in exams and the absenteeism rate exceeded the cumulative average drop below 2.
4. Learning about academic penalties and their levels, such as prohibiting them from entering an exam, probation and its levels, and dismissing from the university.
5. Recognizing the rules governing the transition from one level to another according to the approved study plan for the specialization.
6. Learning the study plan of the specialization of the total hours required for graduation and the obligatory hours and optional hours at the department, college, and university, the courses' names and codes, and the plan's issuance number and code.
7. Identifying the procedural controls regulating the entry of the mid-term and final exams at their various levels and its approved forms according to the time plan, the description of the courses and the procedural steps, re-correcting the answer sheets.
8. Knowing the dates of registration for courses according to their previous requirements, dropping or adding them, and the dates of approved exams according to the university calendar.
9. Offering consultancy and advice regarding academic, administrative and social problems and their solutions.
10. Learning about registration rules and dropping out of the study by obtaining advice on registration courses, deleting and adding them, apologizing for a course, postponing the

study for the semester, transferring from one major to another within the college, or transferring a major to another outside the college.

11. Identifying the grades of the semester courses and the averages and their symbols.
12. Learning about academic opportunities available to stumbling students, the reenrollment rules.
13. Familiarizing students with the executive rules and the controls for attendance and apology of studying.
14. Learning the procedural steps and regulations for equivalency of courses from inside and outside the university.
15. Knowing the regulations of apologizing for entering the test, The student who wishes to apologize for the test fills in a course the form of apology for the test, and the counselor says to sign it
16. Benefiting from academic advisory programs that help students with special needs during their university life, helping them achieve the highest degree of excellence in their academic achievement according to their capabilities, studying their problems and working on solving them. Such programs provide them with training opportunities, each according to their fields and needs.
17. Benefiting from the academic advisory programs for outstanding students to help them while continuing to excel, to encourage them and motivate other students
18. Learning about the percentages of attendance and the allowed percentage of absence for a specific course or courses they are registered in.
19. Knowing the conditions and controls regulating graduation.

Academic Penalties:

Academic violations are all acts, activities, and behaviors committed by the student that violate the educational process's regulations, rules, and instructions. These violations include but are not limited to:

1. Non-compliance to attendance, dropping out of the study or fulfilling academic requirements, according to the rules and provisions stated in the rules and regulations in force at the university. The student's absence represents (25%) or more from the total in the theoretical and practical lectures for one course during the semester in the arts and scientific disciplines. It represents 10% of the total scientific, practical and training lectures for one course during the semester for Medicine, Applied Medical Sciences and Engineering colleges.
2. Disrupt or incite to disrupt the studies stream as well as deliberate refraining or incitement not to attend lectures and exercises practical and clinical lessons and others as required by the regulations, refraining from attending lectures or university activities that stipulated in the laws, regulations, executive rules, instructions and decisions.

3. Violation of order, discipline, and good conduct during the study at the university and all its facilities violates the rules during lectures, exams, seminars, or curricular and non-curricular activities that take place inside or outside, whether organized or supervised by the university.
4. Committing any form of cheating, attempting to, participating in it in exams, or attempting to obtain any questions before or during the exam unlawfully.
5. Committing any form of cheating or attempting to cheat or participate in helping others to cheat in exams or been impersonated by another student in the exam room
6. Doing any form of cheating or attempting to participate in helping other students to cheat in any scientific research or reports, graduation projects (masters and doctoral theses).
7. Impersonating others in any matter related to the university and its affairs and giving documents or university identities to others to use them illegally or speak on behalf of the university without official permission.
8. Attempting to forge/forging official documents, scientific certificates, whether issued from the university or another university. Also, the attempt to use those official documents or forged academic certificates for any matter related to the student's academic procedures or use any methods to obtain any document(s) illegally or destroy all or part of them intentionally.
9. Attempting to use any modern electronic means to harm any university staff or faculty members, employees, or facilities.
10. Committing any violation that the university or the committee deems to constitute a breach of the regulations and instructions issued by it and not stated in these regulations.

Mechanisms for implementing the academic advisory programs at the college level:

The mechanisms for implementing the academic advisory programs at the college level are to achieve the goals are as follows:

1. The academic advising process is carried out through the academic advising electronic follow-up system for students. It is necessary to link it to the admission and registration system to open a direct online window between the advisor and the academic status of the advised students to follow up on their academic status. 1/1 A student cannot withdraw their academic schedule after registering or adding the courses electronically through the university's electronic portal. However, only after the approval of their academic advisor, he/she is permitted to amend the courses that do not suit the student according to the study plan of their specialization.
1/2 The academic advisor provides the students with academic indicators such as low accumulative grades and regular lectures according to their schedules... etc. A username and a password should be assigned to the academic advisor through which the advisor can follow the academic status of the students regularly.

2. Organizing and executing various programs, activities, or competitions that encourage the students to increase their academic grades or give awards for outstanding students in the college departments.
3. Organizing and carrying out mentoring workshops and guiding awareness about the importance of the academic advisory, which deals with many topics of interest to students to educate and provide them with information that contributes to and protects them from academic obstacles.
4. Organizing and implementing training programs to provide consulting services to students to provide the most important personal, academic, scientific, and practical skills. Providing them with skills that increase their academic achievement.
5. Conducting specialized scientific research which targets the student issues and the development of various curricular and non-curricular activities.
6. Organizing and implementing advisory programs to help the students with special needs during the university stage achieve the highest levels of academic achievement according to their abilities, study their problems and work on them.
7. Studying the conditions of the academically stumbling students and organizing new guidance programs to help them overcome such academic stumble. Also, such programs help students overcome the obstacles and problems they face, each according to the objective causes of academic stumbling.
8. Organizing and implementing advisory programs for the outstanding students of scholarships to guide them to continue their studies, help them excel, and encourage their peers.
9. Organizing and implementing guidance programs to guide all students on how to improve their academic level and achievement.
10. Preparing both paper and e-brochures and guidance publications, such as posters and brochures, for all faculties, including academic schedules for early registration, university bylaws and regulations booklet from the study and examination regulations for the university stage. They clarify students' rights and duties and the code of conduct for regulating behavior in the library and university calendar, guidelines and instructions for new students.
11. Preparing periodic reports, including tables, of a statistical statement about the students' academic level in the academic courses and send them to the dean. The solutions are taken to overcome students' academic stumbling and measure their success.

Academic advisor's duties and responsibilities:

1. Introducing new and current students to the faculty goals and mission, its academic programs, scientific departments, students care and services, and orienting the students towards appropriate specializations that meet their capabilities.
2. Contribute to the preparation and implementation of the programs and activities of the academic guidance plan and introduce the study and examinations system.
3. Make students aware of the importance of the academic advisory and how to benefit from its services, meet, advise, and guide students during office hours.
4. Introduce the study plan for the scientific department, the graduation requirements, sufficient knowledge about the dates of registration, dropping and adding courses, with reference to the approved university calendar, and ensure that the student's schedule agrees with the line.
5. Urging students to work hard for their exams and the requirements for success in the course.
6. Preparing and updating the academic advising record file of the students. The academic advisor creates a record for each student in his session to document the academic follow-up process.
7. Organizing periodic individual or group meetings to orient them academically and introduce them to their academic performance.
8. Getting to know the students' inclinations and encourage them to work hard and discover the talented ones, discussing difficulties and search for the appropriate solutions as precautions.
9. Providing the necessary help to students in case of difficulties in terms of course registration through coordinating with their supervisors or the faculty coordinator, student affairs coordinator. Also, contact the Deanship of Admission and Registration regarding students with special academic cases that require support within the limit permitted by the systems, regulations and the regulatory rule of the university. Moreover, coordinate with the concerned unit or administration to discuss the problem(s) that affects the students' study or interaction with the university community.
10. Provide assistance and supervision to low achievers to overcome this problem, hold periodic meetings with them, discuss their problems thoroughly, and provide help or refer it to the Permanent Committee of the Students Affairs in case of irregular attendance by the student or their academic stumbling.
11. To assist the students in getting the highest benefit from the E-Learning website at the university and other learning resources such as the library and the electronic data.
12. Urging students to participate in academic, methodological, non-methodological activities that enrich their scientific and practical knowledge.
13. To inform the student of their responsibilities and duties within the university and requirements for success.

14. Having an idea about the problems that may face students, especially the issues that affect their academic performance and solve them and inform the students or their parents.
15. To practice the social roles with the students to investigate their social conditions.
16. Preparing periodic reports and reporting them to the committee with consideration to the administrative sequence and endorse them with the student's file, contact the faculty member who teaches the student to know the level of the student's attendance and their academic progress to identify the subjective reasons for such problems.

Students' roles and responsibilities in the academic advisory:

Students have a crucial role in the academic advising process. They are responsible for their academic progress and asking for advice and guidance from an academic advisor, hence achieving their goals and ambitions in their practical life. To achieve the largest number of academic guidance meetings, students must prepare for the meetings through the following:

1. They must know the academic advisor's office hours.
2. Make an appointment with the academic advisor, preferably before each semester.
3. Drafting all the questions relating to their curriculum and bring them to the meeting.
4. Reviewing the student guide, which explains everything the department, faculty and the university needs.
5. Preparing and bringing correct information and data related to their needs before meeting the academic advisor.
6. Bring the study file for each course, as well as a list of questions.
7. Providing a clear idea of the academic and professional goals and involving the academic advisor with transparency and honesty.
8. Contribute with the academic advisor to develop a study program with an executive study schedule for the following semesters.
9. Asking all the questions they have because the academic advisor can help the students have a clear vision about what they want.
10. Ensure what the academic advisor communicates is implemented every two or three weeks.
11. Communicate electronically with the academic advisor about extra- questions
12. It is necessary to inform the academic advisor about the important changes of the studying program that may affect the performance and teaching-learning goals.
13. Ensure familiarity with the academic agenda, especially critical and final dates published on the department's bulletin board or through the faculty and the university website.

14. Creating files concerning academic advising documents.
15. Take responsibility for academic progress. Students are primarily responsible for their success.

Procedural steps for obtaining academic advising services:

The following procedural steps are adopted for the academic guidance:

1. The head or supervisor of the scientific department distributes the students to the faculty members according to the accredited academic advising schedule template one week before the beginning of the semester.
2. The faculty member in charge of academic advising handed over a hard copy and an electronic copy of the academic schedule for signature.
3. The concerned employee in the Deanship of Admission and Registration submits a user name and password to the Academic advisor.
4. The academic advisor announces the academic advising schedule through his website and the information panels available in the faculty.
5. The academic advisor creates a personal file for each student in the group assigned to him in order to document their academic follow-up process. The profile consists of:
 - 5.1 A personal data form for the student that includes the full name, National ID number or residence number, a detailed address, place and date of birth, department, training programs, student's electronic address and phone number, and the parent's mobile number, phone, or e-mail.
 - 5.2 A photocopy of the last academic qualification (high school or diploma).
 - 5.3 The student's curriculum plan.
 - 5.4 Follow-up form for student progress in the study plan for their majors.
 - 5.5 Academic program implementation plan.
 - 5.6 A recent copy of the academic record for current students shows the student marks in each course and semester and the cumulative average for the previous semesters, enabling the academic advisor to assess the student's level.
 - 5.7 A certified copy of the decision of alert, probation, excuse for absence, cancellation or postponement of studies, cancellation decision, course cancellation, changing a major to another within the college, or changing a major to another outside the college decision, or the decision to visit a branch of the university or another university.
 - 5.8 Reports of faculty members on the students' performance and their assistance if needed.
 - 5.9 A cancellation form from the course.
 - 5.10 Form for canceling or postponing the semester
 - 5.11 A form for transferring a major to another within the college 5.12 A form for transferring a major to another outside the university
 - 5.13 A visit form to a branch of the university or another university.

- 5.14 Re-enrollment form
- 5.15 Complaint or grievance form
- 5.16 Form for deleting or adding a course
- 5.17 Attendance and absence form
- 5.18 Academic stumbling form

15-19- Academic Probation Form

5-20- Academic advisor meeting minutes' form with students

5-21- A paper or electronic transfer form

6- Students should contact an academic advisor through a personal visit according to the dedicated office hours to conduct a first consultative in the designated department or faculty. 7- Students must fill out the approved forms through the academic advising system according to the type of service required, paper or electronic. And a programmed email message to be sent to the academic advisor with the necessary service data. 8- The academic advisor reviews the academic advising system periodically during allotted office hours and does the following:

8-1- Providing the required service if it is among his capabilities.

8-2- Coordination with the committee, department council, faculty council, or any of the deanships or administrations if it is not among his capabilities

9- The academic advisor periodically evaluates the students' academic performance in their courses and attendance according to their schedules. And in case of failure or absence.

9-1- Updating a list of failing and absent students

9-2- Determining the notice of absence or notice of academic failure

9-3- Announcing their names and the need to meet him during the relevant office hours. In case of meeting:

9-3-1- they provide them with a notice of absence or notice of academic failure. 9-3-2- Discussing with them the reasons for failure or irregularity in attending the lectures. 9-3-3- Participate in preparing an implementation plan or program, each according to his case, that may recommend involving them in cooperative learning groups.

9-3-4 to report the failing and irregular students and the executive plan or special program for each one of them.

9-3-5 following up the implementation of this program to measure the level of their performance and achievements during it and after its implementation and as a result:

9-3-5-1- Raising a sign under their academic probation for an improvement test in their academic level.

9-3-5-2- To inform their parents about their academic un-proficiency via sending a form under the academic supervision of their children.

10- The academic advisor organizes a meeting with the concerned students who sign that they obtained the required service and comply with the academic advisor's recommendations.

- 11- The academic advisor monitors the academic service through documentation in the private file of each student.