

Academic Advising

The success of the faculty after all depends on the success of its students. Excellent academic programs will not accomplish the desired end result if students are not properly guided and counseled. Academic Advising can make a huge difference in the lives of university students. In Computer Science college at Al-gunfudha, it is part of our mission to provide sensitive and thoughtful support to our students. Thus, academic advising fosters the development of the whole student who is a self-directed, motivated, responsible decision-maker and encourages the successful completion of degree requirements and timely graduation. The faculty offers for each group of 10 students an advisor. The advisor is the link between the student and the faculty. He can teach students how to gather information, how to make decisions, and how to test then reflect upon the results. He assists students in planning a program consistent with their abilities and interests. He helps students to define and develop realistic educational career plans through schedule planning for each semester and summer term. Each student should have an up-to-date academic schedule plan through to graduation. The advisor must Meet at least twice each semester with continuing students to plan for the coming semester (or summer) and to review/revise long range academic program schedules. Advisors can take a student who might otherwise leave the college and guide that student to some extent so that the student stays and excels and feels good about himself or herself. To improve the services in our faculty, we developed a web application for academic advising that allows to manage all operations of academic advising.

The role of academic advising coordinator :

- The Academic Advising Coordinator implements and guides approved academic advising initiatives at the college, ensuring that resources, information and professional development are available to all academic advisors.
- Liaise with the College and Program staff and faculty.
- Provide guidance to Academic Advisors.
- Assign for each new student an academic advisor

- Inform students about the role of their Academic Advisor and their own role as advisee at or before first contact with the Academic Advisor.
- Inform students if there are a program of advising
- Collect the reports from the advisors in the end of each period of advising (especially two weeks after the beginning of each semester and at the midterm)
- Manage the website.
- Implement and analyze a survey done by students at the end of each semester to improve the academic advising service at the college.

The academic advising outline

The used plan in the computer's college: the female sector

	Sample of activities	Activities	Time	location
1	The distribution of students	<ul style="list-style-type: none"> – Organizing a meeting with the teaching staff to manage tasks. – Handing out the list of students respecting what is mentioned in the system, along with their academic status. – Preparing a list of students according to whether they are excellent or unsurpassed. 	Term1: the first week	Computer college
2	Introduction program for beginners	<p>Organizing a meeting with the new coming students and it includes:</p> <ul style="list-style-type: none"> –Introducing the learners to the rules of the college, the teaching and the administrative staff. –Clarifying the message, vision and objectives of the college. –Highlighting the prominence of academic advising 	Term1: the first week	The amphitheatre in the computer's college

3	Individual advising	Individual advising meetings with with students of academic and psychological disabilities/problems	During the 2nd term and with reference to the adviser	In the academic adviser's office
		<ul style="list-style-type: none"> -Frequent meeting with students who didn't attend the courses and threatened to be excluded. -Reviewing the situation of the latter and to what extent they would be disciplined in attendance. 	After the 3rd and the 16th week	
		Organizing meetings with rude and undisciplined students(behavior + look) and insuring a supervision for these cases.	Depending on the instructor's feedback	
4	Collective advising	Grouping students depending on their needs	During the whole term	
5	Motivation of excellent students	Working on improving the talented students and encouraging cooperation and teamwork.	During the term	Computer college
		Encouraging entrepreneurship	After the 1st mid-term	
6	Enhancing the unsurpassed students	Precising the unsurpassed learns in the mid-terms and showing them the best ways to avoid obstacles.	After the first mid-term	
7		<ul style="list-style-type: none"> -Organizing a meeting with the teaching staff and finding out the validity of the followed instructions with the unsurpassed students. -Focusing n the feedback of the instructors after the mid terms and finding out the cases that need further supervision. 	The 11th week	
8		<ul style="list-style-type: none"> - Framing the student's attendance that didn't go belong 25% and which are threatened with exclusion with reference to the list of attendance learners have to be guided for the best ways to avoid failure. 	Once at the end of a month	

		– Warning students about the difficulties of deleting a subject.		
9		Questionnaire on the student's attitude in the department.		
10		Each member in the teaching staff is supposed to write a report about the academic advising that should be delivered to the head of department.		

Notice: the academic advising is documented online (the college's website)