



College of Computing

Department of Computer and Network Engineering

Academic advising guidelines

2023/1445H

- **Academic Advising:**

It is the faculty members, in campus, duty to explain to the students what the educational institutions is about and its rules to help them choose majors that fit their abilities and support their dreams and ambitions, as well as helping the students throughout their academic career to insure their success, and helping the students overcome any hardships and hurdles using the utilities and guidance that is provided by their educational institutions that they belong to.

- **An Academic Advisor:**

He is a faculty member in the institution with high academic qualifications and a high level of education that is well informed about all the academic plans. Their job is to help students make the right decisions for themselves that will help them in their further academic career.

- **Goals of academic advising:**

1- Introducing the students to the university life and explaining to them all the rules and utilities that is provided for them by the university.

2- Helping students overcome any problems that may affect their overall learning process.

3- Helping the student understand their ability and choose the right scientific field to insure the best future for them.

4- Encouraging the top students to continue the decent work and accurately use what the university has to offer to improve their learning process.

5-Enriching the students intellectual and social life within campus using scientific methods that help grow a sense of belonging and loyalty.

6- Participating in inventing new methods that help improve the student experience in the university based on scientific research that has been done by the members of the faculty or any other scientific units.

- **Academic advisor tasks:**

1- Saving a copy of a digital file for the student that consists of:

- A student data form (form 5) that gets updated at the beginning of every new semester.
- New copy of the academic transcript.
- A copy of the academic schedule for the current semester.
- A copy of every decision that has been taken for the student.

2- The only form of contact between the student and the academic advisor is via the official university email. Lack of cooperation from the students will lead to attaching the emails to the student digital file.

3- Telling the students their rights and academic duties according to the Students Rights and Duties list.

- 4- Introducing the students to the university facilities and its appropriate tasks.
- 5- Teaching the students about their degree plan, and the university requirements and prerequisites.
- 6- Guiding the students to look at the list of exams and requirements to know the different academic procedures out there.
- 7- Follow-up the student academic status to handle any problems accordingly.
- 8- Double the meetings with low scoring students to help them put a better plan to better their outcomes.
- 9- Discovering the student's non-academic talents and guiding them to the right competent authority in the university to improve their talents.
- 10- Planning continues meetings with the students throughout the semester (no less than 3 per semester).

- **The first meeting**

- Use form (1).
- Starts during the week of registration at the beginning of every semester.
- The faculty member starts reviewing and working on the student requests based on what is best for them (Adding- withdrawal - changing section).
- In case of facing exceptional circumstances, it will be referenced to the chairman.

- **The second meeting.**

- Use form 2 (note that there are two different versions for study plan 37 and study plan 44).
- Start during the seventh and eighth week of every semester (the week of withdrawal).
- Discuss the reasons behind the withdrawal with the student and explaining the consequences that might occur in the future.
- Keep a record of every withdrawal to inform the student affairs and counselling committee about the number of withdrawals in each course.
- Students deserving of elective courses in the next semester are surveyed about the courses to prepare the list of elective courses required in the next semester.
- Next, tentatively propose the student academic schedule for the next semester with the possibility of them passing all the current semester courses.
- A summary of the meeting should be sent on the ninth week to the student affairs and counselling committee using form 4 (there are two different versions for study plan 37 and study plan 44).

- **The third meeting**

- Use form (3).
- Starts during the twelfth and the thirteenth week of every semester.

- During the meeting, the faculty members will discuss all the problems that the students may have faced and try to help them through it.

11- Make an urgent meeting in case a student or the academic advisor requested (form 6).

12- Send a minor form at the end of the semester of all the academic advising of every student to the student affairs and counselling committee (form 7) and it contains:

- The academic year.
- The academic semester.
- Advisor information: Name, E-mail.
- A list of students' information consisting of:
 1. Students' name.
 2. Students university ID
 3. Email
 4. Grade level
 5. GPA
 6. Students' status.
 7. Study plan.
- A record of every visit a student has made (no less than three) whether it was online or not and the reason behind the visit.
- A record of the number of times students requested a withdrawal, adding a course or changing sections.
- A summary of non-academic capabilities of students.
- A summary of all the academic problems the students faced.
- A summary of all the non- academic problems the students faced.
- A list of all the issues that the academic advisor faced while contacting the students.
- Listing all the issues the academic advisor faced while guiding the students in general during the semester.
- Suggesting solutions to improve academic advising in general.

● **How to change an academic Advisor upon a student request:**

It is advised not to change your academic advisor and it is best to stay with the advisor you have been assigned with throughout your academic career. In the case of a change request:

- The student is asked to bring a report (form 8) explaining the reason behind their request and suggesting another advisor and send it to the chairman.
- A report will be requested from the Chairman about the student status from the current advisor.
- The student affairs and counselling committee will investigate and process the request, taking these points into consideration:
 - The student academic and mental status and the date he is expected to graduate.
 - The number of students under the academic advisor.
 - The student commitment to attend and communicate with the advisor.
 - How many times this student requested to change an advisor.
- In case of request rejection, the student will be informed as to why.

- In case of acceptance:
 - The committee will inform the current advisor.
 - The current advisor will hand over the student's files.
 - Suggesting a new academic advisor.
 - Informing the chairman of the department about the decision for confirmation and informing the new and old advisors.
 - Informing the student with the acceptance of their request and they will work with the new advisor starting from the next semester.

- **The process of assigning the students to an advisor:**

- All faculty members are exempt if they are assigned with administrative work whether it is inside or outside the college.
- The student affairs and counselling committee members are exempt.
- A faculty member is exempt if they are on official holiday.
- Dividing the students equally between the rest of the faculty members.
- The academic advisor of the student should not be changed till the graduation.
- Assigning first-year students at the beginning of the semester with the academic advisors fairly.
- In case of a faculty member absence due to studying abroad, his group of students will be divided between the rest of the faculty members.
- If a faculty member is assigned an administrative work, his group will be divided between the rest of the faculty members immediately.
- If the period of the administrative work of the faculty member ends, he will be assigned with a group of students at the beginning of the next semester.