



جامعة أم القرى  
UMM AL-QURA UNIVERSITY



## **Academic Advising Guide**

**For**

**Computer Science and Artificial Intelligence Department**

**College of Computing**

**Prepared by:**

Academic Advising Committee

2023 – 2024



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## Preface

The Department of Computer Science and Artificial Intelligence is pleased to provide the "Academic Advising Guide" to introduce an overview of the academic advising process and its related aspects to the students and the faculty members responsible for advising the students.

## Overview

Academic advising service is an assistant educational system, whereby faculty members introduce the students to the university and department systems and inform them by their roles, responsibilities, and rights. It aims to guide students to obtain the best results, adapt to the university environment, and have the opportunities available to them by providing them with academic skills that raise the level of their academic achievement. Academic advising also provides guidance for students to overcome any academic problems or personal difficulties that may encounter student's academic progress, as well as enhances their academic performance.

Academic advising is an essential step that guarantees the collaborative between faculty members and students. Given the importance of advising, students are assigned to an academic advisor upon admission to the college throughout the study period. The ratio between the advisors and the students is one faculty member for about 25 to 30 students. Academic advising members also consider the students with health or personal problems and direct them to specialized facilities to get the required support in complete confidentiality.



## Academic Advisor

A faculty member is assigned a certain number of students in everything related to their academic, social, and health conditions since their acceptance into the department.

## Outcomes of Ideal Academic Advising Process

1. It has a significant impact on the student's scientific and educational track.
2. It guides students to obtain the best outcomes while adapting to the university environment.
3. It avoids the student's wrong procedures that may hinder his path to success or graduation.
4. It forms the right path to a successful academic experience.

## Objectives of Academic Advising Process

1. Preparing students to learn and adapt to university life.
2. Discovering students' abilities and preferences.
3. Enhancing students' academic achievement while raising their abilities in overcoming the obstacles they face during their educational attainment.
4. Reducing academic failure (preventive guidance).
5. Providing advice and assistance to college students with academic problems.
6. Providing extra attention to students with low and faltering academic achievement while supporting until they improve their academic level.
7. Paying attention to outstanding and gifted students while providing what will enhance their abilities and support their creativity.



## Roles and Responsibilities of the Academic Advising Committee

The Students Advising Committee's general role is to improve the advising process in both Computer Science and Artificial Intelligence programs via better communications, support, evaluations, and overall performance. A list of the general roles and responsibilities of the Committee during the academic year includes:

1. Organize meetings that support the process of the academic advising for faculty members.
2. Preparing and distributing an academic guide for the students at the beginning of the academic semester, along with publishing an electronic version of it on the university's website.
3. Distributing the academic advisors to all students within the department.
4. Directing the advisers to create a file for each student, that contains information and data about their hobbies, academic abilities, scientific and social problems, learning program, etc.
5. Encourage faculty members to communicate with the students through any approved means of communication.
6. Follow up on students' results in periodic tests, assisting those needing assistance, and early detection of not-committed to plan students and emergency situations.
7. Follow up with the students of different years and provide them with advice and guidance according to their academic status.
8. Preparing periodic reports on the academic problems that some students may encounter in different years.
9. Referring to the students and propose solutions for their problems.
10. Submitting monthly reports to the department head to present any necessary topics to be discussed in the department councils and make appropriate decisions.



## Roles and Responsibilities of the Academic Advisors

### First: General Roles:

1. Provide a digital file for the student: The file is prepared for each student assigned to the advisor and it contains:
  - Student information form
  - Recent copy of the student academic record
  - A Copy of the student current schedule
  - A copy of any decision taken against the student
  - Other administrative documents
  - The student's health and psychological status
  - Any difficulties could be facing the student
2. Introducing the student to the university's facilities and tasks (classrooms - laboratories - college library - central library - department head's office - dean's office - Deanship of Admissions and Registration - Deanship of Student Affairs).
3. Introducing the student to the program study plan, the requirements of the university, college, and department, as well as graduation requirements.
4. Introducing the student to the university education regulations (the system of study at the university and the department - calculating the semester and cumulative GPA - honours levels - the apology and postponement system).
5. Providing the student with the registration, deletion, and addition dates announced by the Deanship of Admission and Registration.
6. Conduct a study of the student's academic record, including the courses he took, subjects of failure, and other data.
7. Helping the student to access the appropriate options (registering or deleting courses, raising the grade, choosing a major, etc.).
8. Aiding the student in case of difficulty registering or conflicts with some courses.
9. If the student's performance level is weak in some courses, the advisor will contact the faculty members responsible for these courses to follow up on the student.
10. Following up with the students' grades, identifying low-achieving and academically outstanding students, and developing appropriate methods for each case to raise the educational level and help the outstanding students maintain their excellence.
11. Intensifying periodic meetings with the not committed to the plan students and those with low grades, analysing their academic problems and providing advice and guidance to them.
12. Submitting a detailed quarterly report on the academic advising process for each student to the advising committee within the department, so that the academic departments and college can submit those reports to the University Vice Deanship for Educational Affairs if requested.



**Second: Advisor roles during the registration period:**

1. Processing electronic modification requests (deleting - adding - changing a section) in communication with students, including the student's interest and the registration load appropriate to the student's grade point average and what is available in the study schedules (each case is studied separately and notes are recorded).
2. Referring cases outside the advisor's authorities to the department head or the person in charge.

**Third: Advisor roles during the period of preparing the academic schedule (the period of withdrawal from courses)**

1. Review the reasons for withdrawing from the course with the student and indicate the impact of this on his schedule in the next semester
2. Recording cases of withdrawal to control the required courses outside the pre-registration statistics.
3. Polling the opinions of students eligible for elective courses for the next semester to adjust the required courses outside the pre-registration statistics.
4. Develop a preliminary vision for the courses that the student will register in the next semester, assuming that he passes the courses registered on his schedule during the current semester.
5. Submit a list of courses from which students have withdrawn, the numbers of those withdrawn from each course, as well as the proposed elective courses and the numbers required to be registered in them, to the relevant department or committee.



## **Roles and Responsibilities of the Students:**

1. Identify the office hours of the academic advisor.
2. Set an appointment with academic advisors.
3. Discuss important information that affects their academic performance with the advisor.
4. Provide true and accurate information to the academic advisor.
5. Review the student perspective guide that clarifies rules and regulations of the college and study requirements.
6. Informs the academic advisors by the significant changes in his academic schedule that may positively or negatively affect his performance.
7. Follow on advisor recommendations.
8. Write questions or topics that are in need from the academic advisor.
9. Express any concern that may affect the ability to do best efforts.
10. Contact the academic advisor for any academic advice.
11. Be responsible to fulfill all academic requirements and achievements.



## Study Plans

Faculty : Computing

Dept : Computer Science and Artificial Intelligence

Major : 140100 Computer Science

Edition : 44

Total HRS : 201

Level			
course code	course name	Prerec	Prerec Name
QR1101	The Holy Qur'an (1)		
MTH1105	Calculus 1		
ELCE1201	English Language 1		
SE1101	Computational Thinking & Problem Solving		
CS1101	Discrete Structures 1		

Level			
course code	course name	Prerec	Prerec Name
ICC1201	Islamic Culture (1)		
ELCE1202	English Language 2	ELCE1201	English Language
PHY1118	General Physics 1		
CS2111	Computer Programming 1	SE1101	Computational Thinking & Problem Solving
MTH1211	Linear Algebra 1	MTH1105	Calculus

Level			
course code	course name	Prerec	Prerec Name
ELCE1203	English Language 3	ELCE1202	English Language
BA1901	Career Preparation Skills		
MTH1501	Elementary Statistics and probability		
DS1302	Topics in Computing		
CS1312	Computer Programming 2	CS1211	Computer Programming

Level			
course code	course name	Prerec	Prerec Name
CS2113	Object Oriented Programming	CS1312	Computer Programming
CS2121	Computers and Society		
BIO2101	Biology		
QR2102	The Holy Qur'an (2)	QR1101	The Holy Qur'an
CEN2000	Digital Logic Design		
CS2102	Discrete Structures2	CS1101	Discrete Structures

Level			
course code	course name	Prerec	Prerec Name
CS2231	Database Fundamentals	CS1312	Computer Programming
SEC2101	Introduction to Cybersecurity		
ICC2202	Islamic Culture (2)	ICC1201	Islamic Culture
CEN2001	Computer Organization and Architecture	CEN2000	Digital Logic Design
SE2102	Foundations of Software Engineering	CS1211	Computer Programming
CS2214	Data Structures	CS1312	Computer Programming

Level			
course code	course name	Prerec	Prerec Name
SE3037	Software Engineering	SE2102	Foundations of Software Engineering
CS2322	Project Management for Computer Scientist	SE2102	Foundations of Software Engineering
CS2341	Compiler Construction	CS2113	Object Oriented Programming
ICC3203	Islamic Culture (3)	ICC2202	Islamic Culture
ARS1601	Arabic Writing and Editing		
CS2315	Algorithm Fundamentals	CS2214	Data Structures
CS2342	Operating Systems Fundamentals	CS1312	Computer Programming
		CEN2001	Computer Organization and Architecture

Level			
course code	course name	Prerec	Prerec Name
CS3132	Database Systems	CS2231	Database Fundamentals
CS3123	Software Documentation and Technical Writing		
CS3116	Algorithms	CS2315	Algorithm Fundamentals
CS3143	Operating Systems	CS2342	Operating Systems Fundamentals
CEN3002	Computer Networks and Communications	CS2342	Operating Systems Fundamentals
QR3103	The Holy Qur'an (3)	QR2102	The Holy Qur'an

Level			
course code	course name	Prerec	Prerec Name
AI2360	Principles and Techniques of Artificial Intelligence	CS2315	Algorithm Fundamentals
CS3224	Software Systems Implementation	SE3037	Software Engineering
CS3251	Web Development Fundamentals	CS2231	Database Fundamentals
CS3217	Advanced Programming	CS2113	Object Oriented Programming
SEC3023	Introduction to Cryptography	CS2102	Discrete Structures

Level			
course code	course name	Prerec	Prerec Name
CS3370	Co-Op Training		

Level			
course code	course name	Prerec	Prerec Name
CS4103	Scientific Computing	CS2102	Discrete Structures
CS4171	Graduation Project 1	CS3132	Database Systems
		CS3224	Software Systems Implementation
CS4152	Mobile Application Development	CS2231	Database Fundamentals
HCI2004	User Interface Design	SE2102	Foundations of Software Engineering
QR4104	The Holy Qur'an (4)	QR3103	The Holy Qur'an



## Study Plans

Faculty : Computing

Dept : Computer Science and Artificial Intelligence

Major : 140100 Computer Science

Edition : 44

Total HRS : 201

Level			
course code	course name	Prerec	Prerec Name
ICC4204	Islamic Culture (4)	ICC3203	(٣) Islamic Culture
CS4272	Graduation Project2	CS4171	١ Graduation Project
CS4244	Parallel and Distributed Computing	CEN3002	Computer Networks and Communications
CS4253	Computer Graphics	CS2113	Object Oriented Programming
		MTH1211	١ Linear Algebra
CS4225	Programming Languages	CS2341	Compiler Construction

Level			
course code	course name	Prerec	Prerec Name
CS4345	Cloud Computing	CEN3002	Computer Networks and Communications
CS4373	Graduation Project 3	CS4272	١ Graduation Project

Level			
course code	course name	Prerec	Prerec Name
CS4433	Information Retrieval Systems	CS3116	Algorithms
BA1902	Entrepreneurship and Innovation		
AI4064	Pattern Recognition	AI2360	Principles and Techniques of Artificial Intelligence
AI4063	Artificial Neural Networks	AI2360	Principles and Techniques of Artificial Intelligence
NUT1101	Nutrition and Health		
AI2001	Introduction to Artificial Intelligence		
PSY1101	Research and Innovation		
TOR1101	Introduction to Hospitality		
SEC2212	Data Protection and Privacy	SEC2101	Introduction to Cybersecurity
CS4455	Advanced Web Development	CS3251	Web Development Fundamentals
CS4423	Theory of Computation	CS2102	١ Discrete Structures
CS4462	Introduction to BlockChain	CEN3002	Computer Networks and Communications
		SEC3023	Introduction to Cryptography
CS4484	Bioinformatics	AI2360	Principles and Techniques of Artificial Intelligence
CS4461	Forensic computing	CS3143	Operating Systems
		SEC3023	Introduction to Cryptography
CS4452	Fundamental in Digital Image Processing	CS4103	Scientific Computing
		CS4253	Computer Graphics
CS4422	Selected Topics II		
CS4421	Selected Topics I		
CS4454	Game Programming	CS4253	Computer Graphics
CS4482	Introduction to Natural Language Processing	AI2360	Principles and Techniques of Artificial Intelligence



## Study Plans

Faculty : Computing

Dept : Computer Science and Artificial Intelligence

Major : 140101

Edition : 44

Total HRS : 186

Level			
course code	course name	Prerec	Prerec Name
MTH1105	Calculus 1		
QR1101	The Holy Qur'an (1)		
CS1101	Discrete Structures 1		
SE1101	Computational Thinking & Problem Solving		
ELCE1201	English Language 1		

Level			
course code	course name	Prerec	Prerec Name
MTH1211	Linear Algebra 1	MTH1105	Calculus
ICC2101	Islamic Culture (1)		
CS1211	Computer Programming 1	SE1101	& Computational Thinking Problem Solving
ELCE1202	English Language 2	ELCE1201	English Language
PHY1118	General Physics 1		

Level			
course code	course name	Prerec	Prerec Name
CS1312	Computer Programming 2	CS1211	Computer Programming
BA1901	Career Preparation Skills		
ELCE1203	English Language 3	ELCE1202	English Language
MTH1501	Elementary Statistics and probability		
DS1302	Topics in Computing		

Level			
course code	course name	Prerec	Prerec Name
QR2102	The Holy Qur'an (2)	QR1101	The Holy Qur'an
CS2214	Data Structures	CS1312	Computer Programming
CS3123	Software Documentation and Technical Writing		
CS2102	Discrete Structures2	CS1101	Discrete Structures
AI2123	Information Theory and Inference for Learning	MTH1501	Elementary Statistics and probability
		CS1312	Computer Programming

Level			
course code	course name	Prerec	Prerec Name
CEN2002	Hardware and Software Interface	CS1312	Computer Programming
AI2224	Optimisation and Constraint Programming	MTH1211	Linear Algebra
ICC2202	Islamic Culture (2)		
CS2051	Data Management and Visualization	MTH1501	Elementary Statistics and probability
		CS2214	Data Structures
CS2315	Algorithm Fundamentals	CS2214	Data Structures

Level			
course code	course name	Prerec	Prerec Name
CS2041	Operating Systems Foundations	CEN2002	Hardware and Software Interface
SE2102	Foundations of Software Engineering	CS1312	Computer Programming
AI2360	Principles and Techniques of Artificial Intelligence	CS2315	Algorithm Fundamentals
CS2052	Software Dev. Tools	CS1312	Computer Programming
ARS1601	Arabic Writing and Editing		
ICC3203	Islamic Culture (3)		

Level			
course code	course name	Prerec	Prerec Name
AI3170	Machine Learning (1)	MTH1211	Linear Algebra
CEN2003	Computer Networking	CS2041	Operating Systems Foundations
AI3135	Image Processing	MTH1211	Linear Algebra
AI3110	AI Ethics		

Level			
course code	course name	Prerec	Prerec Name
AI3285	Computer Vision	AI3135	Image Processing
QR3103	The Holy Qur'an (3)	QR2102	The Holy Qur'an
AI3271	Machine Learning (2)	AI3170	Machine Learning
CS2322	Project Management for Computer Scientist		
AI3284	Natural Language Processing	AI2360	Principles and Techniques of Artificial Intelligence

Level			
course code	course name	Prerec	Prerec Name
AI3399	Cooprative Training		

Level			
course code	course name	Prerec	Prerec Name
AI4175	Machine Learning Operations	AI3170	Machine Learning
		SE2102	Foundations of Software Engineering
AI4196	Graduation Project (1)		
AI4181	Data Mining	AI2360	Principles and Techniques of Artificial Intelligence
QR4104	The Holy Qur'an (4)	QR3103	The Holy Qur'an

Level			
course code	course name	Prerec	Prerec Name
AI0001	Program Elective 1		
AI4297	Graduation Project (2)	AI4196	Graduation Project
CS4345	Cloud Computing	CEN2003	Computer Networking
AI4272	Deep Learning	AI3271	Machine Learning

Level			
course code	course name	Prerec	Prerec Name
ICC4204	Islamic Culture (4)		
AI4398	Graduation Project (3)	AI4297	Graduation Project
AI0003	Program Elective 3		
AI4373	Reinforcement Learning	AI3170	Machine Learning
AI0002	Program Elective 2		



## Study Plans

Faculty : Computing

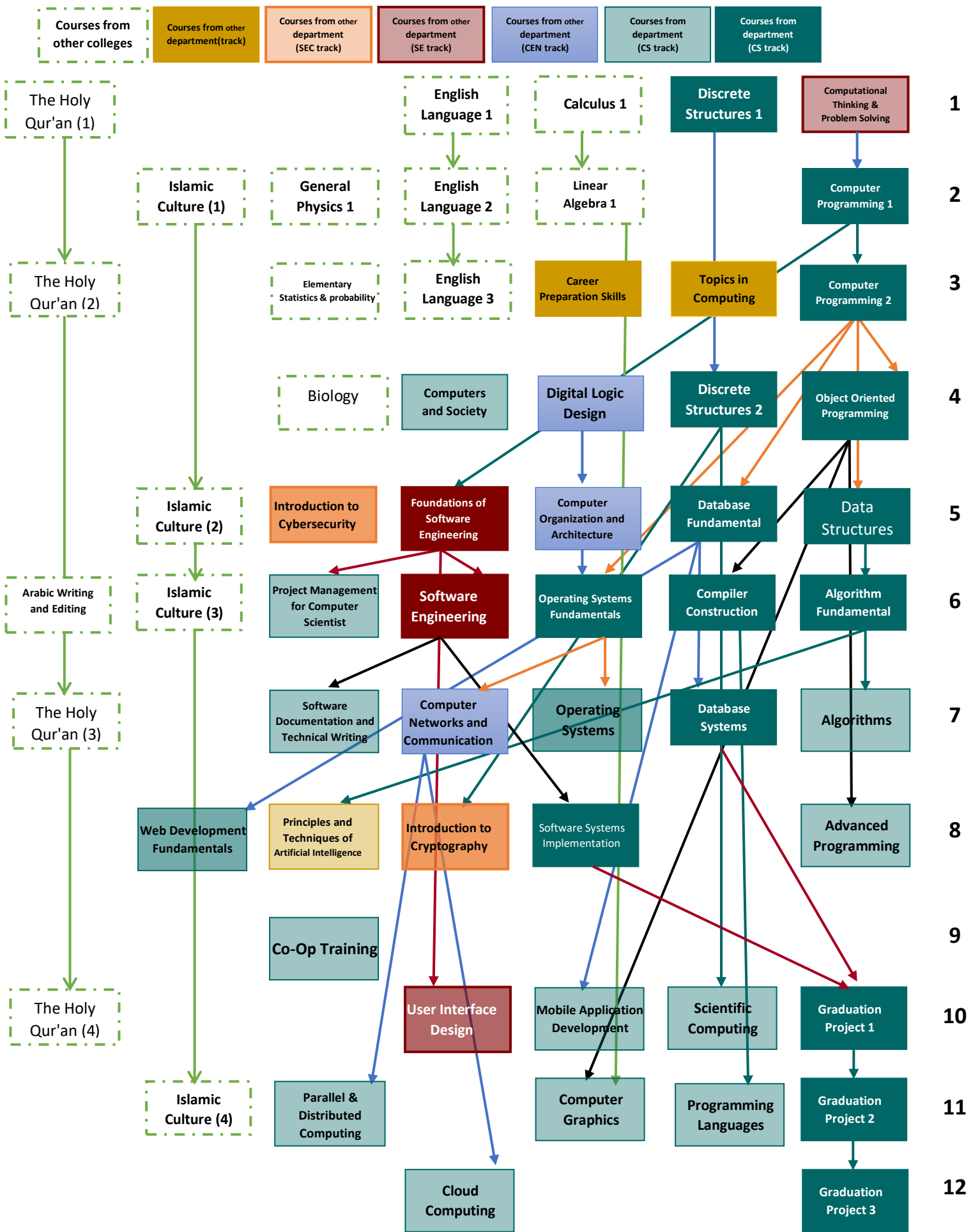
Dept : Computer Science and Artificial Intelligence

Major : 140101

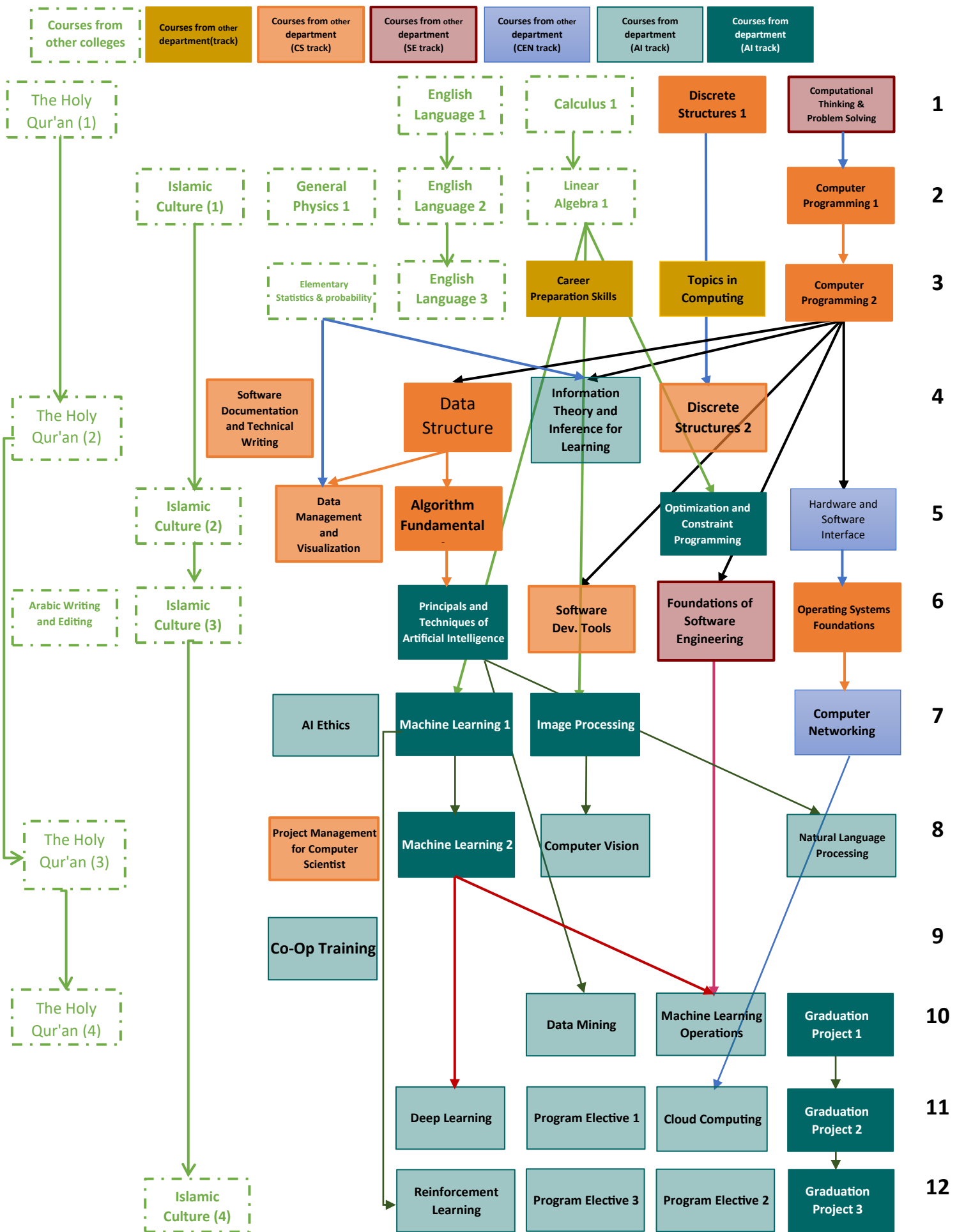
Edition : 44

Total HRS : 186

Level			
course code	course name	Prerec	Prerec Name
AI4090	Selected Topics		
AI4091	Special Topics		
AI4092	Research Methods in AI	MTH1501	Elementary Statistics and probability
BA1902	Entrepreneurship and Innovation		
SEC2101	Introduction to Cybersecurity		
SEC2212	Data Protection and Privacy		
SEC2312	Cybersecurity Governance and Risk Management		
TOR1101	Introduction to Hospitality		
AI4082	Bioinformatics Algorithms	AI2360	Principles and Techniques of Artificial Intelligence
		AI3271	(Y) Machine Learning
AI4083	Machine Learning for Signal Processing	AI2360	Principles and Techniques of Artificial Intelligence
		AI3271	(Y) Machine Learning
SEC3023	Introduction to Cryptography		
PSY1101	Research and Innovation		
NUT1101	Nutrition and Health		
CS2231	Database Fundamentals	CS1312	Y Computer Programming
CS3116	Algorithms	CS2315	Algorithm Fundamentals
CS3132	Database Systems	CS2231	Database Fundamentals
CS3251	Web Development Fundamentals	CS1312	Y Computer Programming
CS4152	Mobile Application Development	CS1312	Y Computer Programming
		CS2214	Data Structures
CS4244	Parallel and Distributed Computing	CEN2003	Computer Networking
CS4433	Information Retrieval Systems	CS3116	Algorithms
CS4455	Advanced Web Development	CS3251	Web Development Fundamentals
AI4062	Evolutionary Computation	AI2360	Principles and Techniques of Artificial Intelligence



CS Track – Dependencies 44



## Related Terminologies

### a) Definition of Grades

Estimate Weight From (4)	Estimate Weight From (5)	Symbol in English	Symbol in Arabic	Grads in English	Grad in Arabic	Marks
4.00	5.00	A+	أ+	Exceptional	ممتاز مرتفع	100 – 95
3.75	4.75	A	أ	Excellent	ممتاز	94 – 90
3.5	4.5	B+	ب+	Superior	جيد جدا مرتفع	89 – 85
3.0	4.0	B	ب	Very Good	جيد جدا	84 – 80
2.5	3.5	C+	ج+	Above Average	جيد مرتفع	79 – 75
2.0	3.0	C	ج	Good	جيد	74 – 70
1.5	2.5	D+	د+	High Pass	مقبول مرتفع	69 – 65
1.0	2.0	D	د	Pass	مقبول	64 – 60
0	1.0	F	هـ	Fail	راسب	Less than 59
-	-	IP	م	In-Progress	مستمر	-
-	-	IC	ل	In-Complete	غير مكتمل	-
0	1.0	DN	ح	Denile	محروم	-
-	-	NP	ند	NoGrade-Pass	ناجح دون درجة	More the 60
-	-	NF	هد	NoGrade-Fail	راسب دون درجة	Less than 60
-	-	W	ع	Withdrewn	منسحب بعذر	-
-	-	E	عف	Exemption	معفي	-

## Useful Documents Provided to the Academic Advisor

1. The academic schedule for all subjects offered to college students by the college departments.
2. A list of registered students' names for each academic advisor.
3. Guidance record for students.
4. Map of the academic plan and subjects offered for this semester.
5. Graduation plan for the student.
6. Graduation plan form
7. Health status form



## General Rules and Guidelines for Effective Academic Advising

### a) Guidelines When Adding Course.

- Make sure that the selected lab section aligns with their theoretical section and ensure that the students enrolled in the specified section for their major (track).
- Students cannot be added to full sections. The ceiling cannot be exceeded for all courses.
- Requests for adding general courses must be submitted electronically throughout the electronic services.
- When receiving a request for addition from students and before submitting it to the academic guidance committee, make sure that the requirements of the course are met first.
- The Elective courses only for graduate students and will not be added to any student unless the student is under the load and there are no other courses can be added.
- To add courses offered by the college from the previous plans that can be equated in plan 44, students must use an add-with-equation form and get the approval from the department chair.
- The academic advisor directs the student request to the Academic Advising Committee and then to the department chair after studying their case, filling out the required forms, and signing them. The following cases requiring the approval:
  - a. Adding a course by exceeding the student's maximum load credits more than 3 hours.
  - b. Adding a course that the student previously deleted electronically with the approval of the department.

### b) Guidelines When Deleting Course.

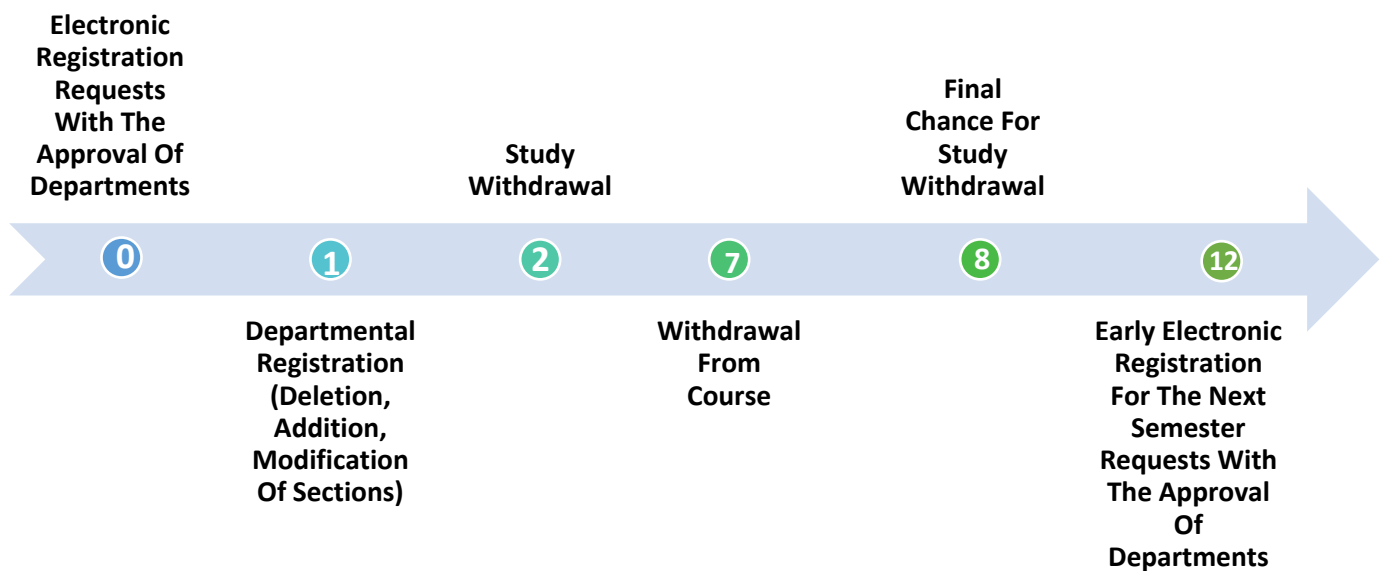
- Students can drop courses on their own by the Electronic Services within the specified time limit.
- Students can drop courses by submitting a request to the department chair and the Academic committee.
- Students who have the status (commit to plan) cannot drop courses.
- Students cannot drop courses if it will reduce their load to less than 8 credits.
- Students cannot drop courses that would delay their graduation.
- Students must submit a written request to drop a course.
- Courses can only be dropped after the start of the semester in necessary cases, with the approval of the dean of the college and the dean of admissions and registration

### c) Guidelines When Changing Sections.

- Students can only change sections in extreme cases. The allowed student must get and provide written permission from the lecturer\professor of the course.

- Students who are under the load of credits allowed may be able to exceed the section's capacity by 5 students, but only if there are enough seats available in the new section.
- There are two cases in which students cannot change sections at all
  - a) If the number of students registered in the section from which they are transferring will become less than 10.
  - b) If there is an imbalance in the number of students among all sections

## Important Times:



## The Most Common Counseling Visits

### a) Academic Problems

1. Generally, it is expected for the academic advisor to receive requests from students for guidance and advice regarding the selection of courses commensurate with the student's level and the type and number of courses that have been added to her schedule for this semester.
2. A student may request assistance from his academic adviser due to some technical issues he may face during the period of schedule modification through the portal (i.e. without the department's intervention). For instance, problems with the internet connection, difficulties exploring available courses and sections, or difficulties in adding or deleting courses due to the requirement of department approval.



b) Personal Problems and difficulties.

1. Some students may need special care, consideration, and assistance as they suffer from personal, family, health conditions, financial, or learning issues. It is essential to guide the student to the right specialist and encourage them to take advantage of the provided facilities.

## Tips for Effective Advising

1. As a Student:

- a. It is recommended to provide your academic advisor with the following documents anytime you contact for assessment to reduce communication time and help you accomplish your request rapidly and with a fast performance:
  - i. Academic record (which shows the student's semester and cumulative performance).
  - ii. The coloured study plan (which illustrates the courses that were passed and the remaining courses).

2. As an Advisor:

- a. It is recommended to provide your students with suitable time slots and days of availability during the period of schedule modification or, generally, overall, the semester. Also, it is recommended to provide various communication methods (e.g., in-person meetings, e-mails, or virtual meetings through WebEx or the Microsoft Teams programs).
- b. Collecting your student requests and preferences using forms or e-mails before the schedule modification period is recommended to study and prepare any necessary assessments and help make the advising process smoother and better.



## Students frequently asked questions about Academic Advising



## Conclusion

In conclusion, the Academic Advising Committee is working to guide students and academic advisors to aid and enhance the advising process in both Computer Science and Artificial Intelligence programs through clear guidelines, reachable communication, better support, fair evaluations, and overall successful advising performance.

## Academic Advising Committee Contact Information

**URL Link:** <https://uqu.edu.sa/>

**Telephone:** +966125000000

**Email:** [cis\\_cs\\_academic@uqu.edu.sa](mailto:cis_cs_academic@uqu.edu.sa)



## Appendices

### A1. Academic Advising Forms

- Graduation plan form
- Student's Health and Social Status Form
- Academic record
- Student schedule template

### A2. Evaluation Forms

### A3. Related Links

For more information about registration, admission, and other academic services, please refer to the Deanship of Admission and Registration at UQU in the following links:

- <https://uqu.edu.sa/dadregis>
- <https://uqu.edu.sa/dadregis/116348>
- <https://uqu.edu.sa/dadregis/App/FAQ>
- <https://uqu.edu.sa/dadregis/116355>
- <https://uqu.edu.sa/dadregis/App/Contact>

## Academic Advising Committee Graduation Plan Form

**Student Name:**

**Student ID:**

**Year:**

**Semester:**

<b>Is the student committed to the plan?</b>					
Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<b>If the answer is "yes", please answer the following questions:</b>					
1. Has the student passed the Databases course (1) (14012301-3) or might pass it after the current semester?					
Yes <input type="checkbox"/>			No <input type="checkbox"/>		
2. Has the student passed the software engineering course (1) (14013303-3) or will pass it after the current semester?					
Yes <input type="checkbox"/>			No <input type="checkbox"/>		
3. Has the student finished or will finish 114 hours (13-15 courses remaining in the plan) after passing all the courses registered in the current semester?					
Yes <input type="checkbox"/>			No <input type="checkbox"/>		
If the answer is "yes" to the above questions, the student is a candidate to register Graduation Project (1) course					
<b>If the answer is "no", please prepare a graduation plan for the student</b>					
<b>Academic year:</b>					
1 <sup>st</sup> semester		2 <sup>nd</sup> semester		3 <sup>rd</sup> semester	
course	code	course	code	course	code
<b>Academic year:</b>					
1 <sup>st</sup> semester		2 <sup>nd</sup> semester		3 <sup>rd</sup> semester	
course	code	course	code	course	code

## Academic Advising Committee

### Student's Health and Social Status Form

Please fill out the following form, noting that the role of the academic advisor will be to direct the student to the appropriate authority to deal with his/her condition

General Information					
Student Name		SSN		Level	
Date of birth		Place of birth		Nationality	
Name of guardian		Relative relation		Workplace	
Mobile no.		Emergency phone no		Home Address	

Student health statuses	
4. Does the student suffer from a health condition that requires assistance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the student suffer from a health condition that affects studying?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student social statuses	
1. Does the student suffer from a social condition that requires assistance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Social financial statuses	
1. Does the student suffer from financial obstacles that require assistance?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Student Acknowledgment (student's guardian) on the accuracy of the data and in the case if an emergency occurs to the student:**

I authorize the administration of the College of Computing to provide the necessary aid inside or outside the university campus and take the necessary measures in the event of any emergency and transport to the hospital if the need arises

Date:



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## نموذج لقياس مدى رضا المرشدين/المرشدات عن عملية الارشاد الأكاديمي

### Satisfaction Of Academic Advisor with Counseling Process

The responsible batch for guiding students.	الدفعة المسئولة/عن ارشادها
<input type="checkbox"/> 39	<input type="checkbox"/> 39
<input type="checkbox"/> 40	<input type="checkbox"/> 40
<input type="checkbox"/> 41	<input type="checkbox"/> 41
<input type="checkbox"/> 42	<input type="checkbox"/> 42
<input type="checkbox"/> 43	<input type="checkbox"/> 43
<input type="checkbox"/> 44	<input type="checkbox"/> 44
<input type="checkbox"/> 45	<input type="checkbox"/> 45
<input type="checkbox"/> Struggling Students	<input type="checkbox"/> متعثرات

The number of students assigned to you in the counseling table	عدد الطلاب المسندين إليك في قائمة الارشاد
<input type="radio"/> 10 or less	<input type="radio"/> 10 أو أقل
<input type="radio"/> 11-20	<input type="radio"/> 20-11
<input type="radio"/> 21-30	<input type="radio"/> 30-21
<input type="radio"/> 31-40	<input type="radio"/> 40-31
<input type="radio"/> More than 40	<input type="radio"/> أكثر من 40

Is the number of students assigned to you appropriate?	هل عدد الطلبة المسندين اليكم مناسب؟
<input type="radio"/> 1	<input type="radio"/> 5
<input type="radio"/> 2	<input type="radio"/> 4
<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 2
<input type="radio"/> 5	<input type="radio"/> 1
1 completely dissatisfied – 50 completely satisfied	1 غير مناسبة تماماً - 5 مناسبة تماماً

Best way to communicate with the student?	ما الطريقة الانسب لكم للتواصل مع الطالب/ة؟
<input type="checkbox"/> Email address	<input type="checkbox"/> البريد الإلكتروني
<input type="checkbox"/> Office hours (meeting at the University)	<input type="checkbox"/> الساعات المكتبية (لقاء في الجامعة)
<input type="checkbox"/> Remote meeting (Webex – Reams – Zoom)	<input type="checkbox"/> لقاء عن بعد (ويبيكس – تيمز – زوم)
<input type="checkbox"/> WhatsApp	<input type="checkbox"/> واتساب
<input type="checkbox"/> Telegram	<input type="checkbox"/> تليجرام

Communication difficulty with student?	هل توجد صعوبة في التواصل مع الطالب/ة؟
<input type="radio"/> 1	<input type="radio"/> 5
<input type="radio"/> 2	<input type="radio"/> 4
<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 2
<input type="radio"/> 5	<input type="radio"/> 1
1 completely dissatisfied – 50 completely satisfied	1 غير مناسبة تماماً - 5 مناسبة تماماً

Are the counseling committee's solutions appropriate when sought?	هل الحلول المقدمة من لجنة الارشاد في حال اللجوء اليها مناسبة؟
<input type="radio"/> 1	<input type="radio"/> 5
<input type="radio"/> 2	<input type="radio"/> 4
<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 2
<input type="radio"/> 5	<input type="radio"/> 1
1 completely dissatisfied – 50 completely satisfied	1 غير مناسبة تماماً - 5 مناسبة تماماً



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Communication difficulty with academic counseling committee?	هل توجد صعوبة في التواصل مع لجنة الارشاد الأكاديمي؟
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Are the counseling committee's solutions appropriate?	هل الحلول المقدمة من لجنة الارشاد في حال اللجوء اليها مناسبة؟
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Is there a need to change one of the students assigned to you?	هل هناك حاجة لتغيير احد الطلبة المسندين اليكم؟
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Student's preferred communication method?	ما اكثر طريقة استخدمها الطالب/ة للتواصل معكم؟
<input type="checkbox"/> Email address <input type="checkbox"/> Office hours (meeting at the University) <input type="checkbox"/> Remote meeting (Webex – Reams – Zoom) <input type="checkbox"/> WhatsApp <input type="checkbox"/> Telegram	<input type="checkbox"/> البريد الإلكتروني <input type="checkbox"/> الساعات المكتبية (لقاء في الجامعة) <input type="checkbox"/> لقاء عن بعد (ويكس – تيمز – زوم) <input type="checkbox"/> وتساب <input type="checkbox"/> تليجرام

Mention the problem	اسباب تغيير الطالب/ة المستند اليكم

How satisfied are you with the counselor's problem-solving solution?	مدى رضاك عن حل المشكلة من قبل المرشد/ة
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 1 completely dissatisfied – 5 completely satisfied	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 1 غير راضي تماماً – 5 راضي تماماً

Other observations and suggestions	ملاحظاتكم واقتراحاتكم لتطوير عملية الارشاد الأكاديمي



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## نموذج لقياس مدى رضا الطلاب/ الطالبات عن عملية الإرشاد الأكاديمي

### Academic Advising Satisfaction Survey

The level of study you are studying at	المستوى الدراسي الذي تدرس/ي فيه
<input type="radio"/> 10 <input type="radio"/> 9 <input type="radio"/> 8 <input type="radio"/> 7 <input type="radio"/> 6	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1

Did you need to contact your academic advisor?	هل احتجت/ي لتواصل مع المرشد/ة الأكاديمي/ة
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Have you had trouble interacting with your academic advisor?	هل واجهت/ي مشكلة في التواصل مع المرشد/ة الأكاديمي/ة
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Best way to communicate with the Academic Advisor	ما الطريقة الأنسب التي تفضلها/ تفضلها للتواصل مع المرشد/ة
<input type="checkbox"/> Email address	<input type="checkbox"/> البريد الإلكتروني
<input type="checkbox"/> Office hours (meeting at the University)	<input type="checkbox"/> الساعات المكتبية (لقاء في الجامعة)
<input type="checkbox"/> Remote meeting (Webex – Reams – Zoom)	<input type="checkbox"/> لقاء عن بعد (ويكس – تيمز – زوم)
<input type="checkbox"/> WhatsApp	<input type="checkbox"/> واتساب
<input type="checkbox"/> Telegram	<input type="checkbox"/> تليجرام

What issue did you face when trying to communicate with your academic advisor?	ما المشكلة التي احتجت/ي للتواصل مع المرشد/ة فيها
<input type="checkbox"/> Adding or dropping courses	<input type="checkbox"/> حذف وإضافة
<input type="checkbox"/> Seeking advice on withdrawing from a course	<input type="checkbox"/> استشارة في انسحاب من مقرر
<input type="checkbox"/> Seeking advice on taking a leave of absence	<input type="checkbox"/> استشارة في الاعتذار عن فصل دراسي
<input type="checkbox"/> Seeking advice on deferring a semester	<input type="checkbox"/> استشارة لتأجيل فصل دراسي أو سنة دراسية
<input type="checkbox"/> Request assistance in with a graduation plan	<input type="checkbox"/> طلب المساعدة في عمل خطة التخرج
<input type="checkbox"/> Request support in general academic advising	<input type="checkbox"/> طلب المساعدة في عمل خطة التخرج
<input type="checkbox"/> Another problem Other (please specify)	<input type="checkbox"/> مشكلة أخرى

Mention the problem	أذكر/ي المشكلة



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How satisfied are you with the counselor's problem-solving solution?	مدى رضاك عن حل المشكلة من قبل المرشد/ة
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1
1 completely dissatisfied – 5 completely satisfied	1 غير راضي تماماً – 5 راضي تماماً

Number of times the mentor is contacted	عدد مرات التواصل مع المرشد/ة
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1

Did you need to contact the Academic Advising Committee	هل احتجت/ي للتواصل مع لجنة الإرشاد الأكاديمي
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

The extent of your satisfaction with the solution of the problem by the guidance committee	مدى رضاك عن حل المشكلة من قبل لجنة الإرشاد
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 5 <input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1
1 completely dissatisfied – 5 completely satisfied	1 غير مناسبة تماماً - 5 مناسبة تماماً

Did you need to change your academic supervisor ?	هل تحتاج/ي الى تغيير المرشد/ة الأكاديمي
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> لا <input type="radio"/> نعم

Reasons for changing Academic Advisor	أسباب تغيير المرشد/ة

Other observations and suggestions	ملاحظات واقتراحات



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