Academic Advising Guide

College of Computing
Department of Data Science

Prepared by:
Academic Advising Committee

UMM AL-QURA UNIVERSITY
جامعة أم القرى

A Welcoming message form the Head of Data Science Department

In light of the digital transformation that our beloved country is witnessing in all sectors, the Data Science specialization contributes to advancing the scientific development process at the local and global levels. Data Science Department at Umm Al-Qura University seeks to keep pace with the rapid development in the fields of technology by developing teaching methods and approaches to suit the requirements of the labor market. The department also aims to develop the knowledge capabilities of students in the field of data science and provide them with the theoretical and practical skills required in the labor market.

We are pleased in the Data Science Department to present to you, our dear students, this guide for academic advising. We hope that you will find in this guide information and links that may benefit you during your academic journey in the department and we wish you all the best. Dr. Ebtisam Alharbi Head of Data Science Department College of Computing Umm Al-Qura University.

Dr. Ebtisam Alharbi

Head of Data Science Department

College of Computing

Umm Al-Qura University

Introduction

we are pleased to introduce this handbook which presents:

- an overview about some key concepts related to academic advising

- the importance of academic advising during the educational process

- its role in overcoming difficulties that students may encounter.

College of Computing

Vision

To be a destination for learners and scholars, and to harness computing technology and knowledge for society and industry.

Mission

To create a stimulating environment for quality education and innovative research in computing and informatics that advances the knowledge economy, societal needs and ethical values.

Link for further information: https://uqu.edu.sa/ccomp/141324

College of Computing Departments-ordered alphabetically

- Computer and Network Engineering

- Computer Science and Artificial Intelligence

- Cybersecurity

- Data Science

- Software Engineering

Introduction to Academic Advising

It is a joint process between a student and a faculty member to learn about the regulations of the college's study systems, learn about professional services and activities, and raise the level of educational attainment and professional creativity.

Academic Advisor

An academic advisor is a faculty member with experience and familiarity with regulations and procedures who is assigned to advise his/her students.

Role of Academic Advisor

- Communicating with students, specifying office hours in their weekly schedule and organizing regular meetings with their students.

- Helping students set goals, make decisions, discover their talents, and provide solutions to their academic problems.

- Identify struggling students and develop appropriate ways for addressing each case.

Student responsibility

- The student has a responsibility to regularly check their emails and the college website for any announcements.

- The student has full responsibility for his or her academic performance and access to the academic record in the electronic system, as academic advising is a mechanism for helping students to overcome difficulties.

- The student must attend meetings with the academic advisor, provide his/her advisor with all information on his/her academic performance, and inquire about all aspects where he/she sees ambiguity.

- Familiarity with the details of the university calendar and deadlines for any applications that whish to submit.

- Utilize the University's various facilities and services (library, student services center etc.) to support their study and develop their skills.

Terms of academic Advising

Academic Advisor	A faculty member assigned for guiding students during their studies.
University No.	A number that is used as a student identity in all processes/applications.
Study weeks	A minimum of 12 weeks in the three-semester system for the study of students' enrolled courses which does not include the final exam period.
Level of education	This indicates the stage according to the student's study plan.
Curriculum	It is a curriculum of the different courses within the study plan
Study plan	The courses that a student must successfully pass to obtain a degree in a specialization.

Please refer to the Deanship of Admission and Registration page

Advising procedure and Contact information

For students:
- Student should contact directing with their advisers via email
- Here you can find email address of faculty members:
https://uqu.edu.sa/ccomp_ds/App/Contact

For advisers:
- Academic advisers should contact with the advising committees via email
- Each term the committees updates the academic advising plan and send it to advisers' emails

Registration

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The applicant shall have the opportunity to register or delete courses as he or she wishes according to his or her academic status:

Committed to the plan

- A student to whom all courses are registered for their level and who is entitled to modify only the course divisions.

Struggling

- A student who has failed one or more of the curricula of the study plan

Please refer to the Deanship of Admission and Registration page

Withdrawal

- The decision to withdraw shall not be at a level below that of the student.
- No fewer than 12 hours after withdrawal

- **Please see the university Guidelines of studying and tests**
- **Please refer to the Deanship of Admission and Registration page**

Deferral

The student has the right to defer his studies if there is a reason that prevents him/her from continuing

- **Please see the university Guidelines of studying and tests**
- **Please refer to the Deanship of Admission and Registration page**

Suspension

- Please see **the university Guidelines of studying and tests**
- Please refer to **the Deanship of Admission and Registration page**
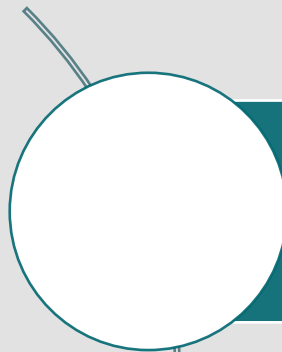
If he/she gets three alerts at most, his/her cumulative rate falls below the exact graduation rate.

If the graduation requirements are not met within a maximum of half of the prescribed graduation period in addition to the duration of the programme

Graduation

A student shall be considered a graduate if he or she has successfully completed the graduation requirements, and if the cumulative rate is not less than the acceptable rate according to the study plan

- **Please see the university Guidelines of studying and tests**
- **Please refer to the Deanship of Admission and Registration page**

Honours

- Not failing any of the courses that have been studied at the University or elsewhere
- Meeting the graduation requirements within the average duration of studying in college

- **Please see the university Guidelines of studying and tests**
- **Please refer to the Deanship of Admission and Registration page**

Grades

Mark	Grade	Out of 5	Out of 4
95-100	A+	5.0	4.0
90-94	A	4.75	3.75
85-89	B+	4.5	3.5
80-84	B	4.0	3.0
75-79	C+	3.5	2.5
70-74	C	3.0	2.0
65-69	D+	2.5	1.5
60-64	D	2.0	1.0
Less than 60	F	1.0	0.0

Please refer to the Deanship of Admission and Registration page

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Calculation of quarterly and cumulative rate

Grade	Points for 1 unit	Points for 2 units	Points for 3 units	Points for 4 units	Points for 5 units
A+	4	8	12	16	20
A	3.75	7.5	11.25	15	18.75
B+	3.5	7	10.5	14	17.5
B	3	6	9	12	16
C+	3.5	5	7.5	10	12.5
C	2	4	6	8	10
D+	1.5	3	4.5	6	7.5
D	1	2	3	4	5
F	0	0	0	0	0

Please refer to the Deanship of Admission and Registration page

Calculation of quarterly and cumulative rate

To calculate the quarterly and cumulative rate:

- Calculate the points of each course from the previous table
- To calculate the quarterly rate:

  Total points of courses / total units of courses

- To calculate the cumulative rate:

  Total points of all courses / total units of courses

Please refer to the Deanship of Admission and Registration page

Regulation and rules

To view the regulations and their executive rules regarding study and tests
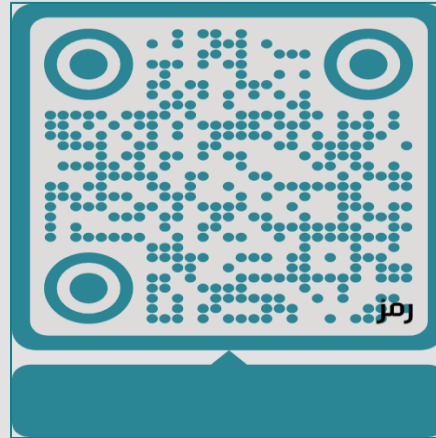
Please refer to the Deanship of Admission and Registration page

Services Provided to students

There are many services that students can benefit from during their study such as:

- Deanship of Students' Affairs– Counselling Centre
- Deanship of Students' Affairs– student clubs
- Deanship of Students' Affairs– Gali Centre
- University Library

Services Provided to students

➤ **Admissions and Registration Deanship**

The Admissions and Registration Deanship provides academic services to students remotely through electronic forms (transactions and electronic tickets). These services include inquiries related to the following departments: "Admissions Department, International Students Department, Academic Affairs Department, Results and Equivalency Department, Graduation Department, and Student Services Department."

link: https://uqu.edu.sa/dadregis/87059
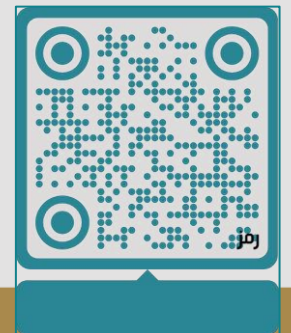
Services Provided to students

➢ **King Abdullah University Library**

- The library allows students to borrow up to 6 books for a period of 20 days.
- It provides search engines for the unified index of electronic information sources, as well as the library index for printed information sources.
- The library offers a service to communicate with information specialists.
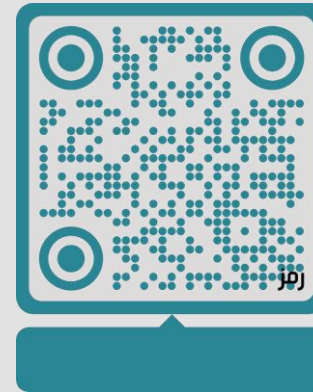- It provides Arabic and English databases.

link: https://uqu.edu.sa/lib
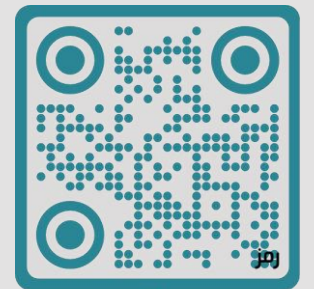
Services Provided to students

Students' clubs

General clubs

Registration is available at

https://uqu.edu.sa/studaff/133379

Special clubs:

Registration is available at:

https://uqu.edu.sa/studaff/133540
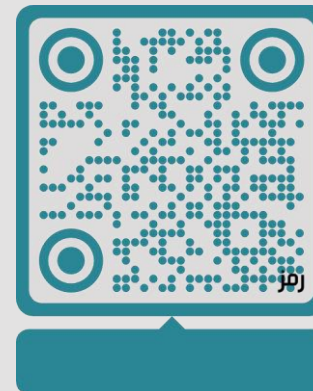
Services Provided to students

➤ **Ghali Centre**

The centre provides the following services:

1. Coordination of Educational Services: This service includes follow-up with departments and colleges to support students with disabilities, coordinating adjustments to schedules and classes, monitoring assessment mechanisms, adapting curricula according to the type of disability, and supervising exam administration.

2. Psychological and Social Support: This service involves providing support and assistance to students with disabilities and their families, along with regular monitoring of students in collaboration with relevant entities to achieve the best outcomes.

3. Program and Activity Design: This service aims to design programs and activities that contribute to the development of the performance aspects of students with disabilities, integrating them into the university community, showcasing their talents and abilities, and developing specialized initiatives in the field of disability.

Services Provided to students

➢ [**Ghali Centre**](#)

4. Loan and Training on Assistive Devices and Technology: This service includes coordination for training students on assistive devices (such as Braille Sense, and devices for hearing and visual impairments), as well as managing the loan of devices, Braille Qurans, and electric wheelchairs.

5. Connecting to the Job Market: This service is provided to graduates with disabilities and aims to introduce students to institutions and organizations related to the employment of individuals with disabilities.

6. Facilitation: This service is offered to high school graduates with disabilities, ensuring meetings with students to answer their inquiries and clarify the departments and specializations at Umm Al-Qura University, along with registration procedures on the academic portal

7. Preventive Clinic: This specialized service for students with disabilities at Umm Al-Qura University provides all necessary health supplies and medical devices to measure and record vital signs, and to detect any potential health issues early on.

Services Provided to students

➢ **Initiatives Provided by Ghali Centre:**

1. Initiative (Katib): This initiative aims to convert texts from PDF format to Word format to support the printing of educational materials for students with visual impairments in Braille.

2. Initiative (Ed'amni): This initiative focuses on providing explanations for lectures and offering simplified summaries and mind maps to help students with disabilities follow the educational material.

3. Initiative (Wasalni): This initiative aims to assist students with disabilities in navigating and accessing university facilities (colleges, deanships, and classrooms).

4. Initiative (Preventive Clinic): This initiative focuses on early detection of changes in primary vital signs and providing specialized health guidance and support for students with disabilities.

Access to Services and Initiatives:

For more information about the services and initiatives, please visit the following link:

https://uqu.edu.sa/studaff/119197

Services Provided to students

➢ **Counselling and Guidance Centre at the Deanship of Student Affairs:**

1. Guidance Sessions: Providing guidance sessions (psychological, social, professional, and educational) to help students address their problems and overcome various challenges.
2. Psychosocial Assessment and Diagnosis: Administering a range of tests to help determine students' performance levels in psychological and social aspects.
3. Financial Aid: Assessing the economic and social status of students to facilitate applications for financial aid.
4. Field Training for Students: Supervising students' field training to equip them with a set of skills and practical experiences, along with technical knowledge to assist them in their professional development.
5. Consultation Clinics: Hosting a select group of specialized consultants in various fields to provide advice and guidance.
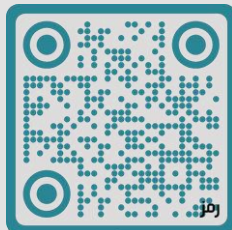
Services Provided to students

> **Counselling and Guidance Centre at the Deanship of Student Affairs:**

6. Programs to Enhance Academic Achievement: Designing and management of a range of programs and activities to develop students' fundamental skills in their academic courses to elevate their academic performance.

7. Services for College and Department Students: Coordinating collaboration between colleges and university departments with the Counselling and Guidance Centre through a series of supportive programs aimed at finding solutions to challenges faced by students based on their specialization.

8. Awareness and Education Services: Implementing a variety of community campaigns and initiatives aimed at raising psychosocial awareness and promoting mental health within the university community.

   For more information or to get in touch with the Counselling and Guidance Centre please visit the following link: https://uqu.edu.sa/studaff/119519

Services Provided to students

➢ **Deanship of Information Technology and E-Learning:**
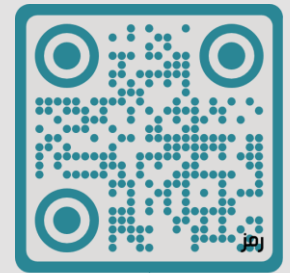
Programs:

1. Free Microsoft Office Suite for Students.
2. University App for Smartphones
3. Free MATLAB Software for University Staff.

Courses:

Various training courses for students that are provided by the Deanship of Information Technology and E-Learning.

Access Information:

For more details, you can visit the following link: https://uqu.edu.sa/it

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