**Umm Al-Qura University**


**College of Computer and Information systems**

**Department of Computer Engineering**


# Academic Advisement Guidelines


# 2014

## Academic Advisor

The academic advisor is a faculty member that performs academic follow-up of the student from the moment he is accepted in the Computer Engineering Department until graduation. The academic advisor provides support to the students to ensure the educational process is progressing as planned.

## Tasks of Academic Advisor

### 1- Administrative Organization

The academic advisor organizes a folder for each of his allocated students, contains the following information:

    a- Recent Academic record (transcript).

    b- Academic advisement record.

    c- Education plan.

### 2-Follow up of the Education Plan (Registration Process)

1. Every advisor should sign the advisement record of his allocated students. In case the advisor not available for any reason, another advisor should be assigned with the coordination of the Head of the department.

2. The student should meet his advisor during the last month of each semester to plan for the pre-registration advisement for the next semester. At the meeting the student and advisor agree on the course schedule plan. Both the advisor and the student sign the advising form. The form is retained with the advisor and a copy can be provided to the student on request.

3. At the beginning of the new academic semester, the student reviews the proposed schedule which has been already planned with the academic advisor, then distinguish between the following two cases:

    a. If the student does not desire any modifications to the proposed course schedule, then this course schedule will be considered as the final schedule and the student does not have to meet with the academic advisor. The student will register for the courses planned, then print out the final course schedule and give it to the academic advisor.

b. In case the student needs to change the proposed course schedule, he should contact the academic advisor at the beginning of the new semester in order to adopt the modified course schedule, and then the student or advisor will register the final course schedule in the university on-line registration. A print out of the final course schedule will be retained in the student advisement file.

4. If the academic advisor cannot add or drop the planned course(s), then the academic advisor records the problem in the student file and reports it to the department Head to have the appropriate solution.

5. If the student does not see the advisor at the end of each semester, then he will be contacted to find out the reason(s) why he missed advising and proper action will be taken to help the student to ensure that he receives appropriate advising. If the student does not come for advising then he may be dropped from all classes until proper advising is preformed.