



جامعة أم القرى  
UMM AL-QURA UNIVERSITY

College of Engineering and Architecture  
Department of Architecture

# Academic Advising Handbook

# **Academic Advising Handbook**

## **2025-2026**

# Introduction

Academic advising plays a pivotal role in fostering student success throughout their university journey. It serves as a compass that guides students in realizing their full potential, adapting to university life, and making the most of available opportunities to strengthen their academic development. Recognizing its importance, the Department of Architecture regards academic advising as an essential service for students. Accordingly, the department allocates a dedicated portion of faculty members' time—two hours per week—for individualized meetings with students, during which they provide academic and professional guidance.

## **Objectives of Academic Advising**

Academic advising aims to:

- Prepare students to become familiar with and adapt to university life.
- Provide students with accurate information about the college, educational policies, available resources, and academic programs.
- Enhance students' academic performance, develop their capabilities, and help them overcome obstacles encountered during their studies.
- Reduce the likelihood of academic underperformance through preventive advising.
- Offer counseling and assistance to students experiencing academic difficulties.
- Support and monitor students with low or unsatisfactory academic performance to help them improve their academic standing.
- Foster the development of outstanding and gifted students by providing opportunities and resources that enhance their abilities and encourage creativity.

# Who is an academic advisor?

An academic advisor is a designated staff member chosen by the department to provide academic guidance to students at the outset of their enrollment in the program. The academic advisor plays a crucial role in mentoring students throughout their academic journey, assisting them in selecting a thesis topic and crafting a research plan.

The academic advisor should:

- Educate students about the rights and duties.
- Prepare students to understand the university's academic system.
- Offer students accurate information, educational policies, and study program.
- Improve students' academic performance, enhancing their capabilities, and helping them overcome study-related challenges.
- Alert students to the issue of academic failure and provide strategies to avoid it.
- Provide advice and support to students encountering academic difficulties.
- Guide, monitor, and support struggling students to improve their academic performance.
- Recognize, motivate, and promote the achievements of outstanding and talented students.

# Responsibilities

The responsibilities of academic advising are distributed between faculty members and students to ensure effective guidance and support throughout the educational journey. Faculty members are tasked with providing knowledgeable guidance, assisting students in understanding university policies and procedures, and helping them navigate academic challenges. They play a crucial role in advising students on course selection, academic planning, and career pathways. Additionally, faculty members are responsible for monitoring students' progress, identifying areas for improvement, and offering recommendations for academic and personal development. On the other hand, students are expected to actively engage in the advising process by seeking guidance, asking questions, and actively participating in discussions about their academic goals and aspirations. They should also take responsibility for making informed decisions, following academic policies, and staying proactive in their educational pursuits. Through collaboration, faculty members and students work together to ensure a successful academic experience.

## **Academic Advisor Missions:**

All faculty members share responsibility for academic advising. A university professor serves as a mentor to students, offering guidance, support, and encouragement throughout their academic journey. Faculty members are expected to advise students on how to avoid common mistakes and challenges that may hinder their progress. This responsibility applies to all faculty members, regardless of whether they are formally designated as a primary academic advisor by the department.

## **The Academic Advisor should:**

- Stay informed about the registration, postponement, and course deletion deadlines announced by the Deanship.
- Understand the college's academic plan and the graduation requirements for students, ensuring that their schedules align with them.
- Maintain an academic advising record for each student, including registered subjects, grade levels, cumulative averages, minutes of meetings between the advisor and the student, and any reports or warnings from course instructors to assess the student's level.
- Meet with students at the beginning of each semester to:
  - Review students' performance in the previous semester.
  - Encourage students to strive for excellence in the upcoming semester.
  - Assist and guide students in registering for subjects and resolving conflicts.
  - Monitor students' academic attendance and performance, addressing any issues or weaknesses.
  - Identify talented and exceptional students, encouraging their participation in advanced activities.
  - Guide, nurture, and monitor struggling students to improve their academic performance.
  - Promote students' participation in studies-related academic activities and events.
  - Schedule office hours to discuss academic matters with students and provide guidance.
  - Familiarize students with the department's objectives, mission, educational programs, job market opportunities, and support services, helping them choose suitable specializations.
- Provide semester reports on students' academic performance to the Department Head.
- Report any challenges or issues encountered during the advising process.

**Student's Role:**

The student is primarily responsible for their academic performance. The advisor's role is solely to guide and assist the student in overcoming any difficulties or challenges they may encounter.

**The student should:**

- Review and comprehend the university regulations.
- Take responsibility for academic performance by adhering to university regulations and familiarizing oneself with the academic calendar.
- The student should adhere to meeting the academic advisor assigned by the department and provide them with all necessary information and data.
- Follow the advisor's recommendations and maintain regular meetings with him according to agreed-upon dates.
- Inform the advisor of any changes that may impact his program or performance.

**Steps to be Followed with the Academic Advisor:**

- Before contacting the advisor, familiarize yourself with the instructions and regulations for academic advising.
- Confirm the advisor's name and contact information on your university webpage.
- Contact the advisor via university email to initiate the advising process.

# Academic Advising Plan 2025-26

**The Academic Advising Plan is summarized in the following points:**

1. Including academic advising hours in faculty members' schedules.
2. Conducting at least one academic advising session each semester.
3. Documenting all academic advising sessions.
4. Preparing an academic advising report for each faculty member.
5. Discussing any academic issues or challenges faced by students.
6. Referring unresolved issues raised by the academic supervisor to the Vice Dean for Academic Affairs.

# Important Links

[Student Guide](#)

[Student Guidance and Counseling Department](#)

[Mental Health Promotion Committee](#)

[Umm Al-Qura University Student Rights Rules 2025](#)

[Student Code of Conduct and Discipline 2025](#)

[Rewards Guide](#)

[Guide to the Rights of Students with Disabilities](#)

[Student Guidance and Counseling Center](#)

[Student Fund Department](#)

[The Department of Scouting Activity](#)

[Traffic and Transportation](#)

[Cultural Activities Department](#)

[Sport Activities Department](#)

[Care Unit for People with Disabilities](#)

[Students Training Unit](#)

[Rewards department](#)

[Scholarships Department](#)

[Student discipline and protection department](#)

[Feeding department](#)

[Student Housing](#)

[Student Guidance Center](#)

[Unit of Excellence](#)

# Academic Advisors Contacts

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