



# ACADEMIC ADVISING AND SUPPORT HANDBOOK

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## INTRODUCTION

Academic counseling is very important on university education system , it aims to guide students to get the best results and adapt to the university environment, by their academic advisor, who guide the students through the university life , that is the reason to form the committee to be specialized in academic support and guidance.

## BASIC CONCEPTS

All staff members in the department participate in academic advising and supervision activities for students.

The Academic Advisor is assigned a group of students for advising every semester.

## OBJECTIVES OF THE ACADEMIC ADVISOR COMMITTEE

- Preparing students to know and adapt to university life.
  - Provide students with correct information about the college, educational policies, resources and study programs.
  - Enhancing the academic achievement of students, raising their abilities during their academic achievement.
- Reduced chances of academic failure.
- Provide advice and assistance to students with academic problems of department students.
- Taking care of students with low academic attainment and following them up to their academic level.
- Attention to outstanding and talented students and provide what will enhance their abilities and support their creativity.

## TASKS OF THE ACADEMIC ADVISING COMMITTEE



- Supervise the implementation of the academic supervision plan.
  - Introducing students to the objectives and mission of the program.
- Distributing new students to academic supervisors at the beginning of each year.
- Periodically upload a report containing the work of the committee .
- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider the students' complaints towards any course and find solutions and raise this to the college administration.
  - Awareness of the importance of academic guidance and the importance of communicating with the academic advisor.
- The Committee meets as required to discuss periodic reports or exceptional reports from academic advisors.
  - Contribute to solving the students' psychological, financial, social and functional problems and submit them when necessary to the Deanship of Student Affairs to take the necessary action.



## TASKS OF THE ACADEMIC ADVISOR

- Knowledge of the dates of registration, deletion and addition announced by the Dean-ship of Admission and Registration.
- Knowledge of the college study plan and graduation requirements for students. Ensure that the student's schedule is in line with the college study plan.
- Preparing and updating the file of the academic guidance record for each student, where the counselor opens a special file for each student or group in the group includes the registered material and the level of the student's grades, It includes the cumulative average.
- Follow up on the status of students under their academic guidance at the beginning of each semester.in order to:
  - Identify the performance of students in the last semester.
  - Discuss the difficulties, if any, and seek appropriate solutions.
  - Discuss the appropriate options for the student in the next semester (recording or deleting courses, raising the rate etc. ...).
  - Helping the student in case of difficulty in registering.
  - Strict follow-up of the achievement of the student.
  - In case the student is not attending, or his achievement level is weak, the advisor will discuss the student or the student accurately about the reasons and try to resolve or raise them to the Committee of Academic Guidance.
  - Discover and develop students' talents.
  - It is necessary to build a relationship of academic friendship between the supervisor and the student or guide and student defrost differences between them.
  - Allocate office hours to meet students in his office to discuss problems encountered during the study.



- Introducing students to the objectives and mission of the program, , and the fields of work of its graduates; And the care and services they provide to their students.
- Submit a report on students to the committee of academic support and guidance (before the end of the semester). The report includes the academic performance
- Urge and encourage students to take advantage of the library and manage time effectively. It is preferable not to change the student's advisor from enrollment until graduation so that follow-up and coexistence will continue.

## STUDENT RESPONSIBILITY AND ROLE

- Take full responsibility for his/her academic performance as academic guidance is a mechanism of assistance.
- Undertake the college directory and website to learn about all the requirements of the department, college and university.
  - Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc .
- Knowledge of his academic advisor and office hours. From SIS system
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.