



College of Engineering - Unaizah كلية الهندسة - عنيزة

# Academic Advising Guide

## Preparation

Academic Advising Unit  
Faculty of Engineering  
in Unaizah

## Academic Advising

Academic Advising is a pillar of university education and is an important service that positively affects the student's academic, professional, and social growth, as it aims to guide students to get the best results and adapt to the university environment and seize the opportunities available to them, by providing them with academic skills that raise their level of education.

## General concepts

- The Academic Advising Unit is a unit established by the decision of the Dean of the College and is concerned with planning, coordination, and supervision of the implementation of the academic supervision process of the college, and the unit is administratively linked to of the vice dean for educational affairs.

- The responsibility for academic Advising rests primarily with all faculty members and not just the Academic Advising Unit, so all faculty members of the College will participate in academic supervision activities for students through the application of the regulations and plans proposed by the Academic Advising Unit.
- The academic advisor is a faculty member or in their judgment who oversees a group of college students to help them, after God almighty in the help they need to complete the requirements for obtaining a degree.
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### Establishment of the Academic Advising Unit at the College of Engineering in Unaizah

H.E. Dean of the College No. 10/4011 was issued on 1 June 1440 to establish an academic advising unit headed by the College's vice dean for Educational Affairs and the membership of a number of faculty members and the Director of the Student Affairs.

## Vision of the Academic Advising Unit

Excellence in providing Advising services on scientific grounds to the students at the college, to contribute to the development of their personalities academically, socially, psychologically, and intellectually and develop their different abilities and skills.

## Mission of the Academic Advising Unit

The Academic Advising Unit seeks to provide support and guidance to college students to benefit from their own abilities, provide assistance and attention to distressed, outstanding, talented and special needs students according to their personal needs and interests, encourage them to excel and academic creativity, as well as study academic, social, psychological and intellectual obstacles and contribute to their solution.

## Goals of the Academic Advising Unit

- Preparing students to know and adapt to university life.

- Provide students with basic information about the college, educational policies, resources and study programs.
- Promoting students' academic achievement by raising their thinking abilities and overcoming academic difficulties.
- Reduce the chances of academic stumbles through support and guidance.
- Discover talented students and develop their skills.
- Discover outstanding students and support their excellence.
- Discover distressed students and study their stumbles.

### Academic Advising Unit Tasks

- Develop a mechanism and plan for academic Advising at the college and follow up on it.

- Spreading awareness among students about the role of the unit in the various official channels of communication.
- Continue to ensure justice and transparency in the distribution of new students to academic supervisors.
- Raising awareness of the importance of academic advising for all beneficiaries.
- Study and report cases referred to the unit for submission to jurisdictions.
- Educating Faculty members about the types of advising provided to beneficiaries.
- Upload annually with a report that includes the work of the unit.
- The unit meets periodically to discuss periodic or exceptional reports submitted by academic advisors or transferred from the college administration.

## Academic Advisor Tasks

- Familiarity with the approved dates of the university calendar.

- Know the college's study plan and graduation requirements for students and make sure that the student schedule is approved with the college's study plan.
- Organize regular interviews with each student.
- Keep an electronic file for each student that includes academic record, academic movements, and interviews from the beginning of the guidance until graduation.
- Discuss the difficulties faced by the student with academic movements if any and look for appropriate solutions.
- Announcement of office hours for all students, especially the list of academic Advising students to take advantage of these times while serving advice preparing students with office hours of not less than one hour per teaching division.
- Directing students regarding non-academic consultations to communicate with the official channels accredited at the university and follow up on this.

- Preparing a quarterly report that includes the results of interviews with students, recommendations and difficulties encountered by the advisor and his recommendations for improvement and submitting it to the Academic Guidance Committee in the department.

## Responsibility and Role of The Student

- The student is fully responsible for his academic performance as academic advising is a mechanism of assistance.
- Undertake the directory and policies of the Administrative and Educational College.
- Familiarity with the details of the approved university calendar.
- Know his academic advisor and his office hours.
- Meet the academic advisor to consult on the study and professional objectives, program and timetable, and inquire about all aspects in which he sees ambiguity.



- Following the recommendations of the advisor and continuing to meet him according to the agreed dates.
- Notify the advisor of any variables that may affect your program or academic performance.
- Go to the academic advisor when there is an emergency problem through an interview or one of the approved channels to communicate.
- Do not skip the academic advisor when there is any problem by going directly to the college administration.

### Mechanism for distributing students to academic advisors

- The administration of each department sends the names of academic advisors to the Student Affairs Director at least two weeks before the start of the semester.
- Student affairs distribute third level students (not affiliated with the program) to academic advisors from general courses professors.
- Student affairs eliminate graduates and distribute new students enrolled in programs (level 4) to academic advisors in each program.

- Distribution is in equal numbers of students on the advisors of the same program.
- The distribution of outstanding and faltering students according to their rates (A=5-4, B= 3.99-3, C= 2.99-2) by student affairs in equal proportions among advisors to allow the opportunity to assist the advisor for all categories.
- When a new faculty member is appointed, new students are assigned to him as an academic advisor without compromising previous provisions.
- If there are few new students with more than one faculty member, the burden on newer academic advisors will be completed to achieve equitable distribution and increase student benefits.

## How to deal with talented, distinguished, and distressed students

### Talented students

#### Definition of the talented students

He is the one who has innate preparations, extraordinary abilities, or outstanding performance from other peers in one or more areas appreciated by society, particularly in the areas of mental superiority, innovative thinking, educational attainment, skills, and special abilities.

#### The mechanism of discovering talented students

- The discovery of talented students is the responsibility of all faculty and administrative units of the college, and the academic guide is provided with the talent to develop his skills.

- In the first meeting with his new students, the academic advisor identifies talented students through their previous activities, whether sports, socially or previously awarded, identifying their favorite activities, and creating their own file.
- The academic advisor submits a report each semester to talented students to the department's Advising committee.
- The Advising Committee establishes a skilled register of the students of the department.
- Share the data of talented students with the students club as well as the Academic Advising Unit.

### Mechanism for supporting talented students

- Engage faculty members for talented and distinguished students in scientific research.
- Follow-up the academic advisor to periodic competitions and extracurricular activities at the university and encourage students to participate in them or guide the student to the centers of innovation and talent at the university to develop his skills.

- Directing students to innovation and talent centers at the university to develop their skills.
- Spread news of talented students' activities on approved communication channels.
- Talented students are honored by the program's management.
- The names of the talented are announced in the show's excellence and talent board.

### Responsibility for implementation

The discovery of talented students is the responsibility of all faculty and administrative units of the college in cooperation with the academic guide.

### Outstanding students

#### Definition of outstanding students

The student has a cumulative rate higher than 4.5 and has good conduct and behavior.

### Mechanism for identifying outstanding students

Outstanding students at each level of the program are determined by the Academic Advising Committee to communicate with academic mentors in each semester.

### Mechanism for encouraging outstanding students

- He has a priority to join scientific visits.
- Student representation is a priority on the relevant department committees.
- The priority of choosing a summer training venue, as possible.
- The priority of selecting a graduation project, as possible.
- The possibility of honoring the distinguished through the dean's honorary list.

### Responsibility for implementation

Identifying outstanding students is the responsibility of the Academic Advising Committee to communicate with academic advisors and to recommend to the head of the department.

## Distressed Students

### Definition of distressed students

- The student is late in implementing the study plan, which delays his graduation from the program.
- If the quarterly rate is less than 2.0 (Number of hours recorded less than 12 hours for a defect in the student's study plan) or if the cumulative rate is less than 2.5.
- If he is repeatedly failed in the same course
- If it withdraws from one or more courses.

### Mechanism for identifying distressed students

- The responsibility for counting distressed students with the academic advisor.
- The academic guide will report on distressed students and the causes of the stumble, each semester, to the department's Advising committee.

## How to deal with distressed students

- Stumble reports are studied by the Academic Advising Committee with a plan proposed to deal with students according to each student's individual situation.
- Additional lectures are held in courses where distressed students are frequent.
- Students who have social problems are referred to a social or psychological counselor by communicating with the Deanship of Student Affairs.
- The academic advisor assists the student in developing a study plan for the following semesters if he violates the basic study plan in the program.
- The academic advisor monitors the achievement level of these students and submits a report to the Academic Advising Committee at the end of the semester.
- At the end of each semester, the academic advisor submits a report on the progress of the distressed students.
- Students who have overcome their stumbles are honored by the program's management.



### Responsibility for implementation

Identifying distressed students is the responsibility of the academic advisor and faculty member in cooperation with the Academic Advising Committee, which submit their recommendations to the head of the department.

### Mechanism of psychological, intellectual, social, and functional counselling

The faculty member of the college conducts guidance and academic advising and refers all psychological, social, family, intellectual and functional guidance to the specialists in the management of direction and guidance in the deanship of student affairs at the university and follow up with the student until a solution is found to the difficulties that may face him.

Communication with the Deanship is through the Arshadni platform according to the following data.



[https://forms.office.com/Pages/ResponsePage.aspx?id=pk2wwoeEzEGIA5AyEEinckucSbqmkC9CkKvfOhcA\\_65UREtXRE\\_ZMRUEwNVpUMIBJOTM3V0hOQjlTTC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=pk2wwoeEzEGIA5AyEEinckucSbqmkC9CkKvfOhcA_65UREtXRE_ZMRUEwNVpUMIBJOTM3V0hOQjlTTC4u)



tawjeh.sad@qu.edu.sa



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