

المملكة العربية السعودية  
وزارة التعليم  
جامعة الحدود الشمالية  
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# Academic Advising

Northern Borders University  
1442-2020

1442-2020

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## Introduction:

Academic Advising is one of the most important pillars upon which the quality of the educational process outputs at the university stage depends. The reason for this is that academic advising is concerned with the process of preparing the student academically, psychologically and socially throughout his/her affiliation to the university. This care is characterized by helping the student to set his/her goals of joining the university, to serve their inclinations and aspirations and to participate in building his/her society. This care also helps in achieving this goal in the easiest and most efficient way by adapting the academic system and eliminate the causes that lead to his/her low achievement and the delay in reaching his/her aims.

## Vision of Academic Advising:

Leadership and excellence in providing academic advising services to students at the local and regional levels.

## Mission of Academic Advising:

Providing a supportive and stimulating university environment and providing advice and assistance to students of Northern Borders University in the scientific and personal fields, to obtain best results and adapt to university life through various academic advising programs and services.

## Objectives of Academic Advising:

The Academic Advising Program aims to embody a major aspect of the university's vision and mission by helping students to solve their academic problems in a good way. This will lead to providing effective outputs from the youth of the nation who are equipped with knowledge, faith and skills to participate in building a knowledgeable society. The most prominent objectives of the program can be identified as follows:

- 1- Establishing a relationship of cooperation, interaction and belonging among the student, the college and the community.
- 2- Creating appropriate conditions to achieve the increasing knowledge growth of university students.

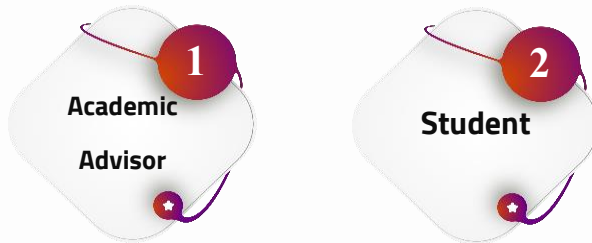
- 3 - Building positive social relationships for the student with his colleagues, faculty members and university employees.
- 4 - Building successful responses in the face of academic problems encountered in different situations throughout the study period at the university.
- 5 - Spreading the culture of university life among new students and investing it in a way that would benefit them the most.
- 6 - Introducing students to the changes that they may face during their university life and how to deal with them.
- 7 - Guiding students to the best method for preparing study plans and organizing the timetable for that, and providing them with skills that raise educational attainment and personal development.
- 8 – Raising the awareness of the students to the needs of the labour market and its impact on formulating its future goals.
- 9 - Encouraging outstanding students to achieve more, and directing them to invest their capabilities and potentials in areas that are compatible with their scientific interests and preferences.
- 10 - Follow-up of academic low-achieving students and help them acquire the necessary skills to increase their educational achievement.
- 11 - Helping students with special needs, during their university life achieve the highest levels of psychological and social adaptation and academic achievement.
- 12 - Helping foreign students by offering them a range of appropriate activities and deepening the idea of belonging to society, and highlighting the Kingdom's role in serving Muslims' issues.
- 13 - Spread awareness of the academic regulations among students and act accordingly during the student's university life.

### The meaning of Academic Advising:

An organized and planned process helps the students to face the challenges they encounter in their university life, and the difficulties that reduce the effectiveness of the educational process. It is carried out by a faculty member in university educational institutions to familiarize students with those institutions and their academic systems and to help them choose the majors that are compatible with their scientific abilities, their psychological tendencies, and their personal desires, as well as what is suitable for the labour market.

Academic advising also helps them to proceed in their studies in the best possible way, and to overcome the obstacles they encounter.

**The Academic Advising Process is based on two main components:**



- 1- They work together in a dynamic way based on a close relationship between them in order to achieve a continuous supreme goal until they reach the desired end.
- 2- Academic Advising is one of the methods of university education that aims to direct students to obtain the best results, adapt to the university environment, and seize the opportunities available to them by providing them with academic skills that raise their level of educational attainment.
- 3- Academic Advising is a humane, paternal and educational process that provides its services to students with the aim of helping them understand themselves and develop their capabilities. Therefore, they can solve the problems they face in their academic life, and be able to interact with the environment in which they live easily and smoothly.
- 4- Academic Advising also helps students to develop themselves and make them aware of what will benefit them and their country of goodness, benefit and progress.

### Academic Advising Programs:

In order to achieve the goals of academic advising, Northern Borders University, represented by the Deanship of Admission and Registration, offers a set of academic advisory programs aimed at all students enrolled at the university, of all specializations and levels of study. Since the university affirms that, the student is the basis of the educational process, its focus, and its aim, and with all its efforts, in cooperation with the colleges and the supporting deanships and canters, will try to overcome all difficulties to take care of the student and improve his performance.

The most important academic advising programs are the following:

- 1- Early academic advising in the secondary stage, with the aim of introducing high school students to the characteristics of the undergraduate level, its requirements, academic programs, conditions, regulations, and job opportunities.
- 2- Orientation programs for new students to introduce the study and examination system to achieve the necessary adaptation to university studies, and inform them of their rights and duties.
- 3- Advising programs to help students with special needs, during their university life, to achieve the highest levels of psychological and social adaptation and academic achievement as applicable by their abilities, to study their problems and work to solve them, and to provide training opportunities for them, each according to his field and needs.
- 4- Advising programs for low-achieving students to help them overcome their academic problems and achieve the desired success, and help them overcome the obstacles and problems they face.
- 5- Advising programs for outstanding students to help them continue to excel, and to encourage them and motivate other students.
- 6- Advising programs for scholarship students to guide them to what achieves their continued studies, and to help them overcome obstacles or problems they may encounter to enhance their academic excellence and academic achievement.
- 7- Developmental, preventive and remedial advising programs for all students to help them improve their academic level.

### Academic Advising Tools:

In order for the academic advising to achieve its desired goal, the following documents should be depended on:

- 1- Regulations for study and examinations.
- 2- The study plan for the program.
- 3- University Calendar.
- 4- Academic schedule.
- 5- The periodic and final academic record.

## The role of the student in the academic advising process:

The student is the main part of the academic advising process, and by his/her interaction in the advising process, the wheel of achievement is pushed towards achieving its goals with great acceleration. It is the responsibility of the student to decide his/her goals and ambitions to get a bright future career, in addition to the responsibility for following up his academic progress and request advice and guidance from the academic advisor to implement his study plans. In order to achieve the greatest return from academic advising sessions, the student must be prepared for that before and after meeting with the academic advisor, and then implement what the session requires. In other words, the student's role can be clarified in the following points:

- 1- Getting to know the academic advisor and come closer to him.
- 2- Building and setting social, academic and career goals.
- 3- Take full responsibility for determining career goals and objectives and study plans.
- 4- Attending the advising sessions regularly and being prepared in advance with the required papers and forms.
- 5- Follow up all new regulations and laws for students at the university.
- 6- Full awareness of the department, college and university requirements for graduation from the major he has chosen.
- 7- Going to the academic advisor to request assistance for all academic needs or urgent questions.
- 8- Keep copies of study plans, evaluation and academic recommendations of the academic advisor.
- 9- Providing the academic advisor with all documents related to the programs in which the student participated outside the scope of the study plan.
- 10- Learn about effective educational resources on campus.
- 11- Full awareness of the academic calendar and related dates for academic advising, registration, deletion, addition, examinations and official holidays.
- 12- Obtaining all necessary forms of the academic advising process.
- 13- Commitment to the fact that registration is always based on the recommendations of the academic advisor.

## Academic Advising Sessions:

All new students are required to meet the academic advisor at the beginning of each semester. The aim of this meeting is to provide the student with information of the specialization he majored at and the requirements for getting the allotted marks, in addition to deepening his communication with the

academic advisor. The first meeting with the academic advisor is the helping tool for the student for making important academic decisions. It is important for the student because he comes to know his academic advisor before registration, deletion and addition phases. In spite of the fact that such meetings with the academic advisor are fixed at the beginning of the registration period, they should not be confined to that only. Student, in turn, should go back to his academic advisor in the following cases:

- 1- Discussing his academic development.
- 2- Having difficulties in his academic life.
- 3- The student's desire to discuss the social obstacles and problems that affect his study.
- 4- The need for guidance regarding making some changes to the academic schedule.
- 5- His desire to change his major or move to another university.
- 6- His desire to change the direction of future career according to labour market variables.
- 7- Discussing any urgent issues regarding new alternatives in his academic career or career future.

The student can meet the academic advisor by setting an appropriate appointment in the advisor's office or in the corridors of the college in cases of urgent inquiries. It is also possible to use the availability of electronic services to discuss urgent matters with his academic advisor. This interaction and diversity between the student and the advisor is of very important for the exchange of important and influential information in the student's academic life. The meeting would break down barriers between the student and the advisor and strengthen the relationship between them to achieve the desired goals.

### College Academic Advising Unit:

Each college establishes an academic advising unit to supervise the follow-up of advisory services provided to students to meet their academic needs, direct their paths and solve their problems. The unit also helps them develop their personalities and skills in various fields.

- 1- Spreading the importance of the role of academic advising in the college.



- 2- Receiving and welcoming new students on the first day of study and explaining to them the university and college systems, and the university environment.
- 3- Designing a program to prepare the new student for study.
- 4- Supervising the academic advising process in the college, and organizing the process of registering schedules for the student who has problems, which is a link between the academic departments and the Academic Advising Unit at the Deanship of Admission and Registration.
- 5- General supervision of the students' academic advisors and following up cases raised to the unit.
- 6- Training of academic advising coordinators in the departments on how to benefit from the academic system in the provided advising service.
- 7- Clarify and announce academic procedures.
- 8- Holding periodic meetings with academic advisors to follow up and discuss related issues or new matters.
- 9- Receiving cases sent to the unit by academic advisors for students to solve their problems or forward them to the Vice Dean and the Dean if needed
- 10- Providing the permanent committee for university advising with a detailed report on performance indicators for the academic advising process, and the difficulties that hindered the progress of work.

### Tasks of the supervisor of College academic advising unit

The General Supervisor of the Academic Advising Unit, a member of the faculty, is assigned to this position upon the recommendation of His Excellency the Vice Dean for Academic Affairs, and upon a decision issued by the Dean of the College. He undertakes the following tasks:

- 1- Coordination between male and female students in the field of academic advising.
- 2- Preparing an operational plan for the Academic Advising Unit in the college and following up its implementation after its approval.
- 3- Approving the work plans of the academic advising coordinators and the academic advisor.

- 4- Supervising and following up the application and procedures of the academic advising process in the college.
- 5- Providing the requirements of the academic advising unit.
- 6- Implementation of orientation and advising programs in the first week of each semester for the new students.
- 7- Organizing periodic meetings (beginning of the semester, mid-term, and after the final exams) with the Academic Advising Coordinators and Academic Advisors.
- 8- Follow up the performance of the academic advising coordinators according to a specific time plan.
- 9- Review the reports issued by the Academic Advising Coordinators.
- 10- Taking care of the outstanding students in their studies, the gifted, the ordinary ones, the low-achieving students, and those with special needs to meet their personal and training needs.
- 11- Preparing periodic reports (mid and end of semester on the levels of students and their academic status according to approved forms.
- 12- Analyzing the training and qualification needs of coordinators, academic advisors and students.
- 13- Recommending communicating with deanships and other bodies in all that serves the academic advising process.
- 14- Preparing statistical reports on pass percentage, failure, deprivation, withdrawal, postponement, and descriptive assessments for the academic courses at the end of the final exams.
- 15- Determining the academic status of students: dismissed, discontinued, withdrawn, and warned (first, second, third).
- 16- Preparing a statistic of the names of outstanding students in their studies, talented students, low-achieving students, students with special needs, and those who have social, health, psychological or academic problems.
- 17- Preparing performance indicators and submitting them to the academic advising unit at the university.
- 18- Perform any tasks assigned to him in the field of academic advising.

## Tasks of the Coordinator of academic advising at the department

A member of the faculty in the academic departments undertakes the process of following up and assisting the academic advisors during their academic advising work for the students of the department

- 1- Receiving the list of new students and distributing them equally to the academic advisors in cooperation with the head of the department and registering that via the electronic services-the academic advisory icon-before the start of registration for the semester.
- 2- Addressing the academic advisors in the department when distributing advising lists to them to organize their work in academic advising.
- 3- Directing the academic advisors in the department to conduct periodic meetings (once a month at least) for the students who guide them to get acquainted through the meetings with the students' progress and try to help solve the problems that they may face, record their case in the information record and discover cases that need help.
- 4- Directing the academic advisors in the program to get to know the outstanding students, encourage them, motivate them, and inform them of the advantages that they will be obtained according to the mechanism prepared for this.
- 5- Directing academic advisors to allocate individual meetings to guide low-achieving students.
- 6- Directing academic advisors to get to know low-achieving students and those suffering from social, health, or psychological problems, to take care of them and help them in solving their problems. In addition, the academic coordinator will send those in need of a psychologist to the social and psychosocial advising Unit at the university.
- 7- Reviewing and checking the plans of the students expected to graduate with the academic advisors and submitting them to the department supervisor.
- 8- Collecting and organizing any reports or lists of academic advising (GPA, semester average, discontinued, warned, failing students, outstanding students, lists of group academic advising and lists of individual academic advising signed by students) from the academic advisors and submit them to the department supervisor and then to be submitted to the responsible authority.

- 9- Receiving the academic advisors' suggestions and opinions regarding the development of the academic advising process in the department.
- 10- Coordination with the Director of the Academic Advising Unit in the college for proposing the hold of seminars, lectures and courses needed by students.
- 11- Organizing a periodic meeting with the academic advisors in the program to follow up the advising process in the department.
- 12- Preparing the performance indicators for academic advising in the department and submitting them to the department supervisor and then to be submitted to the director of the Academic Advising Unit.

## General tasks of the academic advisor

Academic advisor: is a faculty member in the college, assigned by the head of the department, to undertake the tasks of academic advising predetermined by the university towards a group of students. He pursues their academic life since joining the college until they graduate. He has certain tasks the most important of which are:

- 1- Creating a good relationship with the student and the rest of the parties of the advising process.
- 2- Urging the student to visit the university's website to view the guides, rules, regulations and advising forms, and to follow up the university news, activities and announcements.
- 3- Registration of students under his lead on the electronic services system before the start of registration for the semester.
- 4- Helping students to understand the guides and regulations governing the academic advising process (Academic Advising Manual, Study and Examination Regulations, Behavioral Offense Regulations, University Calendar, Rights and Duties Charter)
- 5- Following up the student's advisory file and providing him with guides, models and scientific evidence.
- 6- Notifying the student in writing of the dates of the academic advising hours, and the methods of communicating with them.
- 7- Adherence to the implementation of the academic advisor's work plan and inform the students about it.

- 8- Directing the student to obtain academic services based on the university calendar (registration, deletion, addition, withdrawal, postponement, specialization, transfer, equivalence of courses or their rewards, increase ...)
- 9- Meeting with the student before and after the end of the withdrawal period, according to the university academic calendar.
- 10- Answering the student's inquiries and questions within the limits of the academic advising process
- 11- Listing the student's academic and non-academic problems and forward them to the Academic Advising Coordinator.
- 12- Listing the names of failing, low-achieving students and outstanding ones in addition to the talented students and those who are having special needs, and submit them to the Academic Advising Coordinator.
- 13- Organizing a schedule for individual and group academic advising sessions in coordination with the Academic Advising Coordinator.
- 14- Helping the student to match the academic schedule with the study plan.
- 15- Helping the student to discover his abilities and inclinations in preparation for choosing the major that matches his abilities and inclinations.
- 16- Assisting the student in planning and being prepared for his scientific and professional future.
- 17- Listing the students expected to graduate and forward their names to the Academic Advising Coordinator.
- 18- Helping the student to understand himself, the nature of his problems that affect his educational attainment and how to solve them.
- 19- Helping the student to evaluate his scientific progress.
- 20- Helping the student to follow his academic record until he fulfils the graduation requirement on time.
- 21- Encouraging students to participate in student activities, and to join training sessions and programs.
- 22- Helping the student in applying the comprehensive development of all aspects of his personality.
- 23- Preparing the performance indicators of the academic advisor and submitting them to the department's academic coordinator.

### Mechanism of the Academic advising process:

Advance preparation of academic advisors for the advising process through a set of courses and workshops at the beginning of the academic year to introduce academic advising in all its types and the role of the advisor. It can be also done through permanent guidance to all members of the teaching staff on how to deal with students from the social, psychological and academic point of view and

familiarize all members with mechanisms of academic, psychological and social guidance for the students.

As for new students, an advisor is assigned to each student, and this is mentioned on the electronic services system (Academic Advising Tab).

Low-achieving students are oriented through direct meetings hold by academic advisors to raise their academic level to examine and decide upon their academic state. In addition, academic advising works for specifying the students' academic, social and psychological problems, and to work to remove obstacles which may encounter students and prevent them from continuing studying, whether through directing faculty members to help students, or by directing the students to the best way to continue studying. Academic advising also helps in determining how students can make decisions regarding the choice of study materials, add and drop materials, right study methods, and determine their future aspirations in the field of education, and the development of self-abilities.

Pay advance and special attention (at the beginning of the semester and after the first semester) in guiding students of low educational level or those who have more warnings than the normal level and the failing students (three or more). This is done to help them raise their scientific level and overcome academic obstacles.

Special and advance attention (at the beginning of the semester and after the first semester) in guiding students who are about to graduate and help them get a high rate that allows them to get a suitable job opportunity after their graduation.

Reporting some recommendations regarding the academic advising process to those who are authorized to make decision and assist student or direct him to the competent authorities, especially if student needs psychological or social guidance.

Preparing and designing a set of academic advising forms that comply with all the requirements to document the academic advising process, as these forms contain all data related to the advising process such as student data, the topics discussed with the student, the results of the discussion, the academic advisor's recommendation, as well as determining the student's academic level of whether being distinguished or low.

Achieving permanent presence of faculty members in the academic advising units in colleges to implement the guiding process on an ongoing basis. This is to be done by preparing a schedule with many advising periods, and dividing

the department members according to these periods, in order to ensure the continuity of the advising process for the students.

Documenting all the work of the Academic Advising Unit at the Deanship of Admission and Registration at the university and the academic advising units in the faculties, by recording and reporting the work of that unit, and keeping a copy of those reports, as well as advising forms after they are signed by the student and the advisor, and after the unit head reviews them.

Forwarding all the work of the Academic Advising Unit to His Excellency the Head of the Department and the Director of the Academic Advising Unit in the college, and then submitting it to the Vice Dean of Academic Affairs.

Forwarding the performance indicators of academic advising in the Academic Advising Unit in each college to the Director of the Academic Advising Department at the Deanship of Admission and Registration at the university to implement what each college requires, and get the approval to this from the Dean of Admission and Registration.

## Mechanisms for dealing with outstanding students:

### Target groups:

They are students who have high achievement abilities that enable them to achieve high marks in their field of study. They can be identified as follows:

The first five students, according to the total of grades in relation to the academic level, in the different programs in the college.

### Responsible and Contributing Parties:

- The responsibility of identifying outstanding students is taken by the Deanship of Admission and Registration.
- Responsibility for collecting the names of outstanding students in various levels is taken by the academic advisors in scientific departments and academic years.
- Responsibility for determining the standards of excellence and the value of awards is taken by the Excellence Awards Unit of the Deanship of University Development.

- Responsibility for organizing and implementing award procedures is taken by the Deanship of Students Affairs.

## Mechanism of Encouragement

- All outstanding students should receive the Excellence Reward.
- The first three students are granted trips abroad from the Deanship of Students Affairs.
- Sending congratulations on behalf of the dean of the college to students in the first rank and their guardians in each academic level in different college programs.
- Making an honor board in each scientific department with pictures of the top five students in the academic level.
- Sending personal photos of the first students in the academic levels to the "Echoes of the University" and the college's social media magazine.
- Holding an annual celebration in the first week of the first semester to honor the first three students in each class and give them certificates of appreciation and cash money, while the fourth and fifth and creative students are awarded certificates of appreciation.
- The first three students have the right of borrowing books from the library in the number determined by the Deanship of Libraries (and an identification card is given to this effect).
- The priority is for the top five students in attending the training programs held by the Deanship of Development and Quality and the Deanship of Student Affairs on developing the skills of university students.
- Invitation to the top five students of each academic level should be sent to attend scientific seminars and the seminars of the scientific departments.
- Involving the first and second students in one of the research projects obtained by the faculty members and funded by the university.
- Inviting the first five students in each academic level to attend the Scientific Department Council in its session to determine the schedule of examinations for each semester in coordination with the department's academic advisor.
- Invitation to the first five students of each academic level should be forwarded for participation in the scientific conference of the scientific departments to discuss the updated academic regulations.
- Conducting a questionnaire to determine the skills level of the five students in languages, computer, and specialized programs, and making an annual training plan to develop these skills of the students.
- The academic coordinator submits a report to the head of the department and presents it to the council on the level of achievement of these



students immediately after announcing the results of the first and second semester to follow up the continuity of their excellence and submits a final report to the dean for discussion in the college council.

## Mechanisms for Dealing with Low-Achieving Students:

### Target groups:

- Student whose GPA is less than 2.
- A student who has failed more than once in one course.
- Students who were transferred to more than one department.

### Responsible and Contributing Parties:

- The Deanship of Admission and Registration is responsible for identifying low-achieving students.
- The Academic Advisors in the scientific departments are responsible for collecting the names of low-achieving students and making proposals to deal with them.
- The academic departments are responsibility for implementing improvement and guiding programs for low-achieving students.
- Deans of the colleges are responsibility for monitoring the implementation of the improvement programs.

## Mechanism for Dealing with Low-achieving Students:

- Making a statistic about the number of those students through academic advisors in the academic programs
- Preparing a report on each case, and in light of this report, there will be the treatment where the causes of failure differ from one case to another.
- The academic coordinator submits a report to the department head and presents it to the council to discuss the level of achievement of these students as soon as the results of the first and second semester are announced. This is done in order to follow up the improvement and effectiveness of the mechanism and submit a report to the dean for discussion in the college council.

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