

# Academic Advising Handbook

## *Information Systems Program*

Prepared by: Academic Advising Unit

Revised by: Quality Unit

Academic advising is one of the most important means of helping a student integrate into the university academic environment and achieve the highest rates of academic achievement. It is necessary to achieve the goals of university education, which aim to stimulate the student's diverse talents to develop fully academically, psychologically, and socially.

## **1. Vision**

Providing pioneering guidance services that refine the student's personality and build a knowledge society, as academic guidance means building the student academically, socially, and psychologically.

## **2. Mission**

Providing pioneering guidance services that refine the student's personality and build a knowledge society, as academic guidance means building the student academically, socially, and psychologically.

## **3. Goals**

- Providing academic information to students and familiarizing them with study systems and regulations
- Cooperating with students in implementing the established academic plan and selecting courses.
- Guiding students in academic matters such as choosing a major and track.

- Providing advice and advice regarding the student's performance and academic level in various courses
- Encouraging and supporting outstanding and gifted students and helping struggling students advance and improve their academic level.

#### 4. Advising areas:

- **Academic field:** the difficulties that students face when starting and during their university studies, such as achievement and memory problems, withdrawing repeated courses, test anxiety, and transferring from one major to another.
- **Career Paths advising:** providing valuable information about the career opportunities that may be available to the student upon completing their academic program. It's essential to consider their career goals as they progress through the academic journey, and help them make informed decisions by taking into account the following career paths:
  1. **Academic:** Graduate studies, teaching, and research.
  2. **Government:** E-Government, Digital Transformation, and Enterprise Governance.
  3. **Industry Systems:** System Analyst, Business Intelligence expert, Web/Mobile developer, and Project/Product Manager.
  4. **Industry Data:** Data Analyst, Data Engineer, Data Scientist, Database Administrator, and data quality manager.

## 5. **Startup:** Private Business

- **Professional field:** helping students choose an appropriate major for their future profession.
- **Family field:** Among them is the difficulty of adapting to family members, such as problems of incompatibility with parents, one of them, or brothers and sisters, family disintegration, or failure to provide a comfortable family atmosphere for the student, as well as this family's relationship and interaction with the surrounding community.
- **Psychological field:** include difficulties in psychological adjustment, such as feelings of inferiority, anxiety, obsessive-compulsive disorder, shyness, depression, aggression, or introversion, in addition to dissatisfaction with oneself and constant blame, or being immersed in daydreams and rejecting reality, etc.
- **Social field:** is represented by the student's weak ability to build relationships with his fellow students, his feeling of alienation or not keeping up with his friends or maintaining their friendships, in addition to his ignorance of methods of good classroom interaction with faculty members and continuing this relationship effectively, as well as the problem of communication between university life and its extensions in society.

- **Service field:** consists of providing information to students that makes it easier for them to go to the party concerned with the problem, as well as clarifying the procedure and steps that must be taken when the student faces a problem or completes a transaction that he wishes to obtain.

## **5. The role of the academic advisor:**

The primary goal of the academic advisor is to guide the student in choosing appropriate courses according to the established academic plan, to help the student overcome the obstacles that he may encounter in his studies, and to provide advice and guidance on matters that affect his educational path.

## **6. The role of the student:**

Following up on the progress of academic achievement and seek advice and guidance from the academic advisor to help him develop his study plan by guiding him on how to choose the program, paths, and academic schedule in a way that achieves the student's goals and ambitions for a successful academic and practical life.

To achieve this, every student must follow the following steps:

- Familiarity with the details of the academic calendar and critical dates related to registration, additions, deletions, withdrawals, etc.
- Knowing the academic advisor and the dates of his advising hours.

- Meet the academic advisor and consult with him about academic and professional goals, the program, and the study schedule, and inquire about all aspects in which he sees ambiguity.
- Review the form for adding and deleting courses with the academic advisor before activating it through Student Affairs.
- Students who are struggling in their studies must meet their academic advisor periodically to be followed up academically.
- Implementing the recommendations of the academic advisor and regularly meeting with him according to the agreed-upon dates.
- Notifying the advisor of any changes that may affect the program or study schedule.

## **7. Follow up students with difficulties:**

Students with difficulties are those who failed one or more university courses and were unable to pass them.

- A student who has defaulted in the cumulative GPA, i.e., reached a GPA of 2.75 or less,
- A student is stumbling in the course.
- Plans for students with difficulties:

The primary role in implementing this plan lies with the academic advisor, and the assistance of course professors is as follows:

- i. The academic advisor holds a meeting with the student and finds out the reasons for the stumble. The student is asked a set of

- questions, and then the student is guided. These notes are recorded in the student form after he leaves to prevent embarrassment for the student.
- ii. Through the meeting, the academic advisor identifies the courses in which the students are failing and then communicates with the course professors to follow up on the students. The advisor also guides the student by developing a study program for him, which helps him organize his study time.
  - iii. The student registers the names of the subjects he is struggling with for the course clubs in the activity unit so that possible assistance can be provided.
  - iv. The most important point is that the advisor follows up with the student and communicates with him at least once a week.
  - v. If the student does not listen to the advisor's instructions and advice, a report will be submitted to the unit, and the unit will submit it to the dean of the college.

## **8. The role of the social and psychological advisor:**

- The social and psychological advisor holds a workshop for the students in which he explains his role in the academic advising process.
- He also explains the services that the university provides to students who have some special circumstances, which are loan services and subsidies.

- This form is distributed to college students.
- Some student cases are referred to the social and psychological counselor, where joint work is done between the academic counselor and the psychological counselor until the student overcomes her difficulties.
- Other workshops are also offered.





4. ماهو برنامجك اليومي "الروتين اليومي" ؟  
4. What is your daily plan "daily routine" ?  
.....  
.....

5. هل تقوم بأداء البحوث والواجبات بنفسك؟  
5. Do you perform research and duties yourself?  
.....  
.....

6. إذا كنت تأديها بنفسك هل تقوم بأدائها مباشرة بعد طلب الأستاذ أم تؤجل ذلك لحين اخر موعد التسليم؟  
6. If you fulfill your performance immediately by your own after the request of professor or postpone it until the last date for delivery?  
.....  
.....

7. هل لديك مشكلة في التواصل مع أستاذ المادة؟  
7. Do you have a problem in communicating with the subject's lecturer?  
.....  
.....

8. هل لديك مشكلة في إستيعاب المحاضرة ؟ ما نوعها؟  
8. Do you have a problem in accommodating the lecture? What kind?  
.....  
.....

9. هل تبادر بأسؤال عن النقاط التي صعب عليك فهمها في المحاضرة أم يمنعك الخجل؟  
9. Do you take the initiative to ask for points that are hard for you to understand during the lecture or shame stop you?  
.....  
.....

2

Kingdom of Saudi Arabia  
Ministry of Higher Education  
Prince Sattam Bin Abdul Aziz University  
College of Computer Engineering and Science  
Academic Advising Unit

المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة الأمير سطام بن عبدالعزيز  
كلية هندسة الحاسوب  
وحدة الإرشاد الأكاديمي

جامعة الأمير سطام بن عبدالعزيز  
Prin Sattam Bin Abdulaziz University

نموذج الطالب المتعثر  
Unsurspassed Student Form  
(معلومات الطالب) Student Information:

اسم الطالب المتعثر  
Name of unsurspassed student:  
.....

الرقم الجامعي  
University ID  
.....

المستوى الدراسي  
Level  
.....

المقرر الدراسي  
Curriculum  
.....

■ أسئلة المقابلة:

Interview questions:

1. هل تتوفر لديك الرغبة في دراسة التخصص (تخصص الطالب)؟  
1. Do you have the desire to study specialization (specialization of the student)?  
.....  
.....

2. هل تحرص على حضور المحاضرات والالتزام بها؟  
2. Do you attend lectures and listen well?  
.....  
.....

3. هل تحرص على تنظيم أوقات النوم والاستيقاظ مبكراً؟  
3. Are you Keen to organize bedtimes and wake up early?  
.....  
.....

1

10. هل تحرص على معرفة أوقات الساعات المكتبية لكل أستاذ للتواصل معه؟  
10. Are you keen to know the times of office hours for each professor for communication with her?  
.....  
.....  
.....

**تنبيهات ينبغي مراعاتها:**  
Alerts should be observed:

- أن يتم طرح الأسئلة عن طريق الحوار مع الطالب ويشكل ودي وليس عن طريق تعبئة الاستمارة من قبل الطالب فالمسئول هو المرشد الأكاديمي بعد استكمال الإجابات من الطالب.  
Asking questions through dialogue with the student and in a friendly manner and not by completing the form by the requesting person asked is the academic advisor is responsible after extraction of the student answers.
- عدم السماح للطلبة بالتطرق لأحداث خاصة عن أسئلة المقررات وعدم مساعدتها على إلقاء التوم على الأعضاء  
Do not allow the student to address private talks about courses' teachers and help them not to blame the members.
- الغرض من المقابلة تنبيه الطالب على نقاط قصوره لديه ومساعدته على إيجاد الحلول لتحسين مستواه الدراسي.  
The purpose of the interview is to alert the student to her shortcomings and help them find solutions to improve the of academic performance
- يجب ان تلخص ملاحظات المرشد الأكاديمي وضع الطالب الاجتماعي و الدراسي و الأسباب التي أدت إلى تعثر الطالب و كذلك سبل رفع معدله التركيبي.  
The academic advisor notes should briefly describe the social and academic situation and mention the reasons that lead to his stumble. And therefore the ways to enhance his GPA

**ملاحظات المرشد الأكاديمي:**  
Academic advisor notes:  
.....  
.....  
.....

اسم المرشد الأكاديمي  
Name of academic advisor: .....

التاريخ  
Date: .....

التوقيع  
Signature: .....

3

Figure 2 Unsurspassed Student Form

### Student Report

Name : ██████████

Student Number: ██████████

IS 2611 Systems Analysis & Design

#### Academic performance

HW 1	HW 2	Quiz 1	MID 1
Not submitted	Not submitted	Not submitted	Missed

#### Attendance

- Lecture:

% 10.71	1	<input type="checkbox"/>	<input type="checkbox"/>	1	0	منظم	██████████	██████████
---------	---	--------------------------	--------------------------	---	---	------	------------	------------

- Lab:

% 10.71	2	<input type="checkbox"/>	<input type="checkbox"/>	2	0	منظم	██████████	██████████
---------	---	--------------------------	--------------------------	---	---	------	------------	------------

#### Class participation and discussions

She attends the course as well as she participates and discusses in the lecture and practice (i.e., She tries to understand and recover its course).

#### Recommendation

I think that she wants succeed. We should support it.

She missed Quiz and Mid 1, she said that she will only pass the final exam

Figure 3 Example of a student with difficulty report

English



### التحقق من الأداء

حالة الطالب

منتظم

حالة الطالب

الأداء مرتفع

الأداء منخفض

بحث

#	رقم الطالب	الطالب	التخصص	الحالة	معدل الفصل السابق	معدل الفصل اللاحق	الفرق بين المعدلين	حالة الفرق	التفاصيل	إرسال رسالة
---	------------	--------	--------	--------	-------------------	-------------------	--------------------	------------	----------	-------------

- المناقشات
- إجتماعات
- المشرف
  - الطلبات
  - الطلاب
  - أداء طلابي
  - التحقق من الأداء
  - أداء الحضور الطلابي
  - التحقق من الحضور
- المواعيد

Figure4 Screenshot from the Academic advising platform