

Procedural Guide for Academic Advising Unit in the College of EIT

Academic Year 2025/2026 AD - 1447 AH

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah the most gracious the most merciful



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Academic Advising Unit

Vision

Leadership and excellence in academic advising at the college, developing the skills and values of male and female students, and employing them in what benefits them and their religion and country.

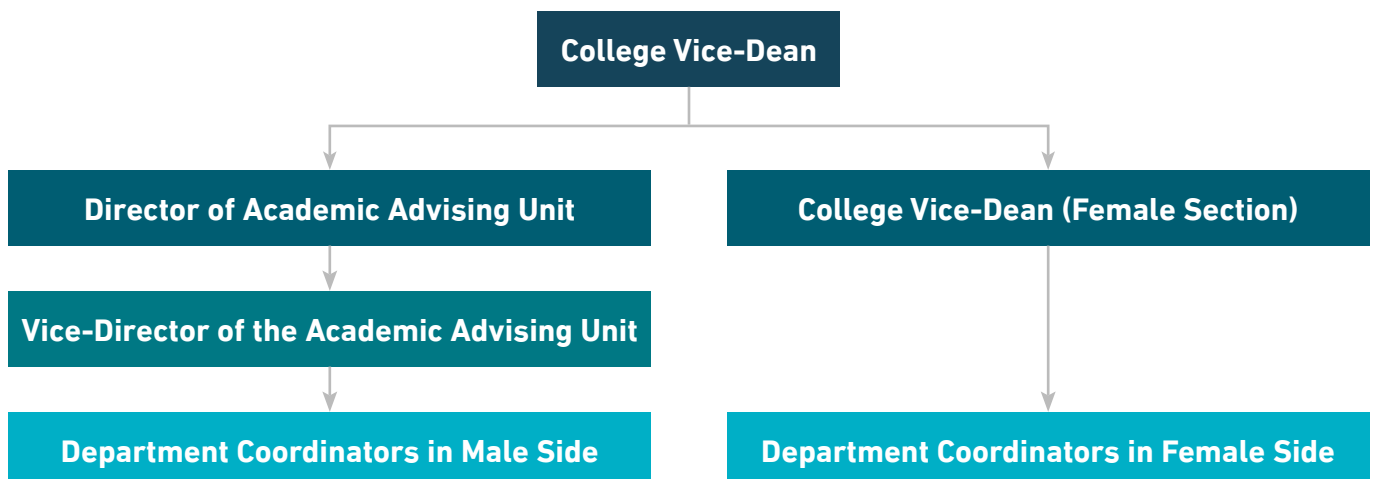
Mission

Providing academic information to students and introducing rules and regulations for their studies. The unit also encourages and supports excellent and talented students and helps underachievers to advance and improve their academic level in addition to contributing to the development of the student's own abilities by participating in solving his problems and correcting his academic career. The unit also encourages the student in the educational process and participate in extra-curricular activities.

Objectives

1. Contributing to raising male and female students' awareness and strengthening their sense of belonging to their nation.
2. Rehabilitating underachievers and helping them to advance and improve their scientific level.
3. Encouraging and supporting excellent and talented students.
4. Contributing to the development of students' skills especially those who are expected to graduate and encourage them to excel and be creative academically.
5. Organizing meetings for students who have practically succeeded and presenting their success stories.

Organizational Structure of the Academic Advising Unit



Academic Advising Guide for Faculty Members

Definition of Academic Advising

It is the activity carried out by the academic advisors in the college, to familiarize students with the study rules and regulation, and assist them in their academic progress; and overcoming the social, psychological, health or academic problems and difficulties they encounter.

Objectives of The Academic Advising Process in the College

1. Providing academic information to students and familiarizing them with the study rules and regulations.
2. Encouraging and supporting the excellent and talented, and helping the stumbled to advance and improve their educational level.
3. To develop the students' own abilities in solving their problems and guiding them in their academic career.
4. Encouraging the students to play a positive role in the educational process and to participate in extra-curricular activities.



Academic Advising Director

He is a faculty member charged with managing the academic advising process and following up on the implementation of its mechanisms in the various college programs.

Academic Advising Director Duties and Responsibilities

1. Supervising the progress of the academic advising process in the college in accordance with the approved mechanisms.
2. Receiving a list of new students from the college dean at the beginning of each semester.
3. Distribution of new students to faculty members according to each scientific program, then handing over the academic advising coordinators in each scientific program a list of this distribution.
4. Organizing a reception celebration for new students in the first week of each semester, in a comprehensive meeting attended by the Dean of the College, heads of departments and academic advising coordinators to provide students with the necessary information about the university level and the study system; to inform students of the importance of referring to the university regulations during their academic career and the need to communicate with their academic advisor. This celebration includes:
 - Introducing students to the courses of each major and their academic hours.
 - A statement of the jobs and the entities in which they can work after their graduation.
 - Cultivating ambition and encouraging students towards achievement and excellence.
 - Providing general advice on how to pass the university stage with distinction.
5. Holding an introductory meeting for the new faculty members to inform them of the college's study system and the college's guidance mechanism.
6. Organizing periodic meetings with the academic advising coordinators to follow up the progress of advising process in all programs.
7. Receiving academic advising reports from the coordinators of the scientific programs to evaluate the performance of the faculty members and to prepare the annual report of the unit.
8. Preparing the end of semester report about the academic advising process in the college.
9. Directing the academic advising coordinators to follow up on the implementation of academic advising mechanisms in the college's scientific programs.
10. Studying and discussing opinions regarding the development of the academic advising process in the college, and coordinating with the deanship of the college in addressing academic advising obstacles.
11. Coordinating with the dean of the college for organizing seminars, lectures, and workshops that students need.

Academic Advising Coordinator

He is a faculty member of the department who will undertake the task of coordinating the academic advising process and following up on the implementation of its mechanisms in the various college programs.

Duties and Responsibilities of Academic Advising Coordinator

1. Coordinate the new student advising process and distribute counseling lists to the staff members in the program.
2. Addressing academic advisors when distributing counseling lists to organize their work in counseling. They should start with introductory meeting with guidance group students, to inform them with the dates of regular meetings and the time of office hours, and alert them to the importance of reviewing the academic advisor when they need advice or face any academic problem or difficulties.
3. Directing the academic advisors in the programs to hold a regular meeting with the guidance group students (at least once a month) to discover their progress and try to help solve the problems they may face and record their situation in the record files, and discover the cases that need help.
4. Directing the academic advisors in the program to encourage outstanding students to continue their outstanding performance, and inform them of the advantages that they will obtain according to the relevant procedure.
5. Directing the academic advisors in the program to identify those who have academic difficulties and those who suffer from social, health or psychological problems to take care of them, help them solve their problems, and refer those who need a specialist to the college counselor.
6. Directing the academic advisors to allocate individual meetings to guide those who have academic difficulties.
7. Supervising the deletion and addition process, taking the following steps into account:
 - Discussing the reasons for deletion and addition with students, identifying their justifications, and advising them what is the most beneficial to them.
 - Distribute the deletion and addition forms to the students who wish to do so.
 - Make sure that all required information of the addition/deletion forms are completed.
 - Check the student's academic hours after deleting and adding.
 - Approve the deletion and addition form and submit it to the registration office.
 - Save a copy of the addition and deletion form in the student's file.
 - Inform the students about the necessity of approving the deletion and addition forms from the college coordinator, and admission and registration affairs.
8. Follow up and receive the forms distributed to the staff members in the department.
9. Fill out the follow-up form, present it at the unit's meetings on a monthly basis, and submit it at the end of the semester.
10. Organizing a regular meeting with the academic advisers in the program to follow up on the progress of the counseling process.
11. Notify the director of the unit about the difficulties being faced the academic advisors.
12. Receive the suggestions and opinions of the advisors regarding the development of the academic advising process in the program.



13. Coordinate with the director of the academic advising unit at the college to propose seminars, conferences and courses that students need.
14. Prepare regular reports on the counseling process in the program.
15. Prepare two folders for each faculty member in the department, as each folder consists of the following:

First File (Operational File):

Contains:

1. Assigning students to academic advisors.
2. List of students by status (withdrawn from a course, excused from a semester, postponed a semester).
3. List of the students experiencing academic difficulties.
4. List of outstanding students (those with averages above 4.75)
5. List of the discovered talented students.
6. List of students whose absence rate exceeded 15% by the end of the 6th week
7. List of students whose absence rate exceeded 15% by the end of the 9th week
8. Faculty self-assessment.

Second File (Academic File):

Contains:

1. Form for individual advising.
2. Form for collective advising.
3. Forms issued for those who have academic difficulties and underachieving students.
4. Form for students' frequent absenteeism.
5. The various forms required for the documentation and follow-up the work.
6. A mechanism of follow-up and evaluation of underachieving students, motivate the outstanding students, and discover talented students.
7. The operational plan of the Academic Advising Unit.
8. The procedural guide for the Academic Advising Unit.



Academic Advisor

An Academic Advisor is a faculty member entrusted with supervising a certain number of students during their studies at the college.

Academic Advising Duties and Responsibilities

The tasks of the academic advisor in general are many and varied, but there are qualitative tasks for the academic advisors for the different specializations of the students. Below are defined the tasks entrusted to the academic advisor at the college.

Tasks related to the counseling aspects of students

which are as follows

1. Preparing the student's file:

The academic advisor prepares a special file for students who are entrusted with the task of supervising them. The file contains the following:

- Student data form.
- List of courses of study leading to the student's graduation.
- Registration Form.
- A recent copy of the academic transcript for the transcript.
- Other administrative documents...etc.

2. General guidance for the student:

directing the student to someone who can answer his inquiries and discuss the following topics with the student:

- **Course registration process:**
the advisor gets instructions before registering students, studies the student's file and specialization, and the registration form for each student is filled out before the date of registration, where the student comes for an advice in choosing courses and knowing the next steps before signing the final advisor. Where the student is then directed to the Department of Admission and Registration to register the courses on the computer.
- **Choosing the course:**
The advisor should consult the list of courses for the academic specialization while assisting students in choosing their courses, and he should make sure of the following:
 - The student's success with at least a grade (D) in all the required courses and the prerequisites for studying each course, as the student will not be allowed to register for a course that did not pass the prerequisites.
 - Knowing the minimum and maximum credit hours that the student is allowed to perform in his current situation (the student's academic load).
- **Academic schedule:**
The advisor must ensure that students know the place and time when the lectures begin and that there are no conflicts in the student's schedule.

3. Directing students to understand their academic conditions and to plan well for their academic future.

4. Directing students to how to benefit from the summer classes, implement projects, and study plans.



Tasks related to the scientific and educational aspects of students

which are as follows:

1. Coordination with the subject professors to overcome the problems that students face in studying the courses.
2. Pushing students on a personal level to benefit from their potential especially in learning and creativity, in arrangement with subject professors, supervisors and academics.
3. Encouraging students to engage in academic activities to improve their academic level and activate self-learning procedures.
4. Identifying underachievers and academically superior students and developing appropriate methods for each case to raise the educational level and help the outstanding to maintain their excellence.

Tasks related to the social and behavioral aspects of students

which are as follows:

1. Working to bring about positive changes in the students' behavior patterns by helping them adapt to their social environment and communicate with their peers through periodic meetings with them and direct them towards the values of group interaction.
2. Providing psychological counseling by meeting students in the academic advisor's office.
3. Conducting group meetings with students through seminars and meetings to consolidate social and human relations and bring about rapprochement between students.
4. Increasing moral support for students by facilitating their contact with the administration and presenting their personal and academic problems while making sure that effective solutions are developed.

Working Mechanism of Academic Advising Unit

1. The Academic Advising Unit is formed in the college, headed by a faculty member chosen by the Dean of the College, and the membership of:
 - Each department head (or his representative) as academic advising coordinators in their departments or scientific program.
 - And one of the member staff from the female section to be the academic advising coordinator for each department or scientific program in the female section.
2. The Academic Advising Unit's board meets at the beginning of each semester to set the unit's operational plan, and then the meetings continue during the semester and the meetings minutes should be written in Form No. 1 of the director unit file.
3. The director of the Academic Advising Unit is responsible for guiding fellow department coordinators at the college level, so that there is uniformity in instructions for all advisors and therefore all students have the same picture.
4. The Advising Coordinator in the department will carry out the transfer and follow-up of the implementation of the operational plan with colleagues in his department, in addition to the general rules in registration, study, excuses, how to submit them, and comprehend services provided by the college to students and the capabilities available in the college for the participation of students for their benefit.
5. The Academic Advising Coordinators are responsible for following up on the implementation of the recommendations of the Academic Advising Unit in their departments.
6. Preparing the faculty members for the academic advising process is the responsibility of the Academic Advising Unit.
7. The Academic Advising Unit at the college gives awareness to students about the academic advising process at least twice in each semester through two discussion sessions and workshop, one of which should be at the beginning of each semester.
8. In all cases, the Academic Advising Unit is responsible for managing the academic advising process at the college in coordination with the concerned authorities.
9. In the days of the first week of study when the students are not distributed to their academic advisors, the Academic Advising Unit is responsible for managing the academic advising process for the new students in the college on behalf of their advisors until their distribution is completed.
10. The academic advising Unit distributes students to faculty members in the departments (Form No. (1) of Operational Folder). Hence, each student has an academic advisor in accordance, which is specified in the regulations of the system of study and examinations, which states, "the college appoints an academic advisor for the students from among the faculty members who will undertake the full supervision of them during their studies at the college." It should also be taken into account to associate the student with one advisor during his study period in the college as much as possible.
11. Each academic advisor makes a file for each of the students assigned to advise them, (Forms of Operational Folder) that contains notices of students' success, academic warnings and any other decisions concerning the students to keep in their files, as well as follow-up of the students in terms of absence (Form No. (6 and 7) of Operational Folder) or underachiever students who have academic difficulties (Form No. 3 of Operational Folder) and their participation in activities in the college, and its cooperation with colleagues in the department and its scientific level and the discovery of outstanding and talented students (Form No. 5 of Operational Folder); in coordination with the teachers of the various courses, in accordance with the instructions of the Advising Unit of the College in this regard.



12. The academic advisor is responsible for identifying and following-up underachieving students who have academic difficulties, as well as discovering talented and outstanding students. When conducting a counseling session with one of the students, he records it in the counseling file forms.
13. The Academic Advising Unit undertakes the follow-up of cases referred to it by the underachiever or talented students from the academic advising coordinators in the departments in coordination with the vice dean.
14. In the case of student's persistent absence, the academic advisor submits a statement explaining the reasons of the student's absence and his suggestions regarding him, on Form No. 4 of Advising Folder. As well as following up on academically warned and underachiever students according to Form No. 3 of Advising Folder.
15. Each academic advisor edits a file containing a statement of the courses required for all student expected to be graduated, the number of credit hours for each course, and the number of semesters the student is allowed to study in the college. The advisor should be familiar with the rules and regulations in the college and the academic schedules of the faculty and department; so that it has a sufficient database to respond to all student inquiries. The following must be observed when filling out this form:
 - The courses listed on the form are the same as the courses approved in the department's study plan, as well as the number of credit hours for each course and their distribution over the semesters.
 - The total number of hours is not less than the hours of the plan.
 - To take into account the general courses, compulsory and elective courses of the college and department, and the departments specialized requirements.
 - To write clearly the student's name, number, year of enrollment and the semester he joined the college.
 - To make sure that the record accommodates at least eight or ten semesters, according to the specialization, which is the period that the student is allowed to continue in the college legally.
 - After the announcement of the examination results; the advisor records the student's result with grades, and clarification of the semester GPA and cumulative GPA, and places the failing courses within a red circle.
 - Immediately arrange a plan to register the student in the next semester in terms of related courses and other requirements.
 - Coordination with the scheduling committee in exchanging all information about each student separately, especially the students expected to be graduated.
 - To communicate with his/her students in order to solve their problems; In all cases, the number of visits/meeting with his/her students in one semester shall not be less than two instructive visits.
16. The academic advisor must keep the following:
 - College regulations for study and examination.
 - Study plan of the programs.
 - Academic schedules in the department and the college.
 - Academic advising operational plan at the college level.
 - The procedural guide for the Academic Advising Unit.
 - Study instructions and examinations issued by the Academic Advising Unit, or the College Council, or any other concerned committee.
 - Any circulars, decisions, or regulations that are useful in advising the student.
17. The academic advisor has to take into consideration the regulations of the study system and examinations in the colleges and the regulations for disciplinary action for students found on the colleges website.
18. It is permissible to honor the ideal academic advisor annually in accordance with the rules to be agreed upon and with the approval of the Dean of the College in accordance with the policy of the College.

Working Mechanism of Academic Advisors

Discovering and Supporting Students Experiencing Academic Difficulties

- The academic advisor reviews the results of the semester exams at the end of the semester to determine the underachiever students i.e. students in difficulties (who have a GPA less than 2.75).
- Conducting a personal meeting for all these students to identify their problems from their point of view, and filling in a form to do so. In the case that the reason for their failure is established, the matter is presented to the Academic Advising Unit to provide support and assistance and follow up on solving the problem until the student's achievement rate increases.
- The advisor write down in the file of these students the nature of the problem and the level of the student's achievement.
- The academic advisor with the coordinator of the Academic Advising Unit conducts a follow-up for underachiever students according to the appropriate program or the department.

Caring About Outstanding Students

The academic advisor, in cooperation with the Academic Advising Unit and the College Administration propose and perform a program to sponsor outstanding students, which aims to:

- Improving the skills and cultural capabilities of students and developing their talents.
- Creating a spirit of honest competition among students.



Mechanism for Dealing with Students Experiencing Academic Difficulties

Students Experiencing Academic Difficulties

- Student with a GPA less than 2.75.
- Student who was unable to achieve the completion grade for one or more courses.
- Student who has failed more than once in one course or academic level.
- Student who has not completed previous level courses and is registered in different levels.
- Student who has transferred from more than one program.

Responsibilities Towards Student Experiencing Academic Difficulties

- The responsibility of identifying underachieving students belongs to the academic advisor, who is each faculty member responsible for the academic advisory operations for students.
- Each academic advisor prepares a report on the cases of underachievement in his group of students that he is advising, and determines the reasons for this failure.
- Reports of underachiever are studied by the academic advising coordinators in the programs and the director of the academic advising unit at the college, so the needs of these underachieving students are determined to raise their academic difficulties.
- The director of the Academic Guidance Unit at the college coordinates with the Dean of the College to identify and hold appropriate workshops to address the causes of underachievement, especially in developing the self-abilities of underachieving students.
- At the end of the semester, the program coordinator is informed of the need to hold reinforcement sessions in the courses in which there is a high incidence of difficulties, at the rate of two lectures for each course presented by the appropriate faculty member.
- Every academic advisor, as soon as the examination results are announced, follows up on the improvement in the level of achievement for these students and submits a report on that to the Advising Unit.
- Honoring students who have exceeded their academic difficulties.

Mechanism for Dealing with Outstanding Students

Outstanding Student

A student who has abilities and is able to achieve a high rate not less than excellence in his studies.

Responsibilities Towards Outstanding and Distinguished Student

- Outstanding students are selected in each program according to their GPA and according to specific criteria and conditions approved by the College Vice- Deanship. They are honored with financial prizes and certificates of excellence.
- The responsibility for selecting the names of the outstanding students in the various programs is the responsibility of the Admission and Registration Deanship and the Deanship of the College.
- The value of the prizes is determined in coordination among the head of the Academic Advising Unit, the Dean of the College and the Student Activities Officer.
- In addition to the Excellence Award, which is paid to the outstanding student by the Deanship of Student Affairs, the outstanding student who keeps a high excellent grade during two consecutive semesters is granted a financial award.
- A congratulatory certificate is given to the outstanding student in the name of the dean of the college, which is delivered to him/her at an honoring ceremony in which his/her family is invited to attend.
- The names of the top outstanding and distinguished students will be announced on a college honor board containing the names and photos of these best students.
- Personal photos of outstanding students are published on the colleges' social media and on the colleges' website.
- A ceremony in the first or second week of each semester is organized to honor outstanding students.
- The outstanding students have the right to obtain external borrowing of books from the library with special benefits.
- Priority is given to the outstanding students in attending the training programs held by the Deanship of Development and Quality and the Deanship of Student Affairs and related to developing the skills of university students.
- Sending an invitation to the outstanding students in each study program to attend lectures and scientific seminars.
- Priority is given to inviting the outstanding students to participate in free trips or trips organized by the Deanship of Student Affairs.



Criteria and Conditions for Selecting Outstanding Students

1. Students must have obtained a cumulative GPA of 4.75 or above.
2. Students must have one or two levels left to be graduated, regardless of the completion of the summer training.
3. Students must have completed all levels within the specified legal period without delay.
4. Students must be regular and have not exceeded the legal period required to complete the graduation requirements of the academic program.
5. Students must have a good conduct and behavior; and no decision or disciplinary penalty has been taken against them.
6. All of the above conditions from 1 to 5 together must be fulfilled.
7. Number of shortlisted students should be a maximum of 3 for each program in each side (male and female), according to the ordering of their GPA.

Determining Fields of Excellence and Defining the Methods for Caring of Outstanding Students

Academic Advising Unit, through the academic advisors, studies the cases of the outstanding students, and determines the best ways to deal with them. The following procedures are used to deal with them:

- Holding meetings between the academic advisor and the outstanding students to motivate them to make excellence a culture.
- Working to create an encouraging and stimulating environment for excellence by taking the appropriate ways like qualifying courses.
- The outstanding students are involved in the English language institutes; and the student is directed to attend lessons that increase the student's skills in the English language.
- Outstanding students are motivated to participate in the various colleges activities, including:
 - Student activities at the college level through the Student Affairs Department (scientific activity, cultural activity, social activity, technical and professional activity, the Department of Scientific Research, and some other supportive departments such as Quality Department, Community Service Department, and Admission and Registration Deanship.
 - Speaking at seminars held by colleges; and representing the college in public forums.
 - Participation in the various college activities (such as community service activities and the college's scientific conference).

Mechanism for Dealing with Talented & Creative Students

Talented or Creative Student

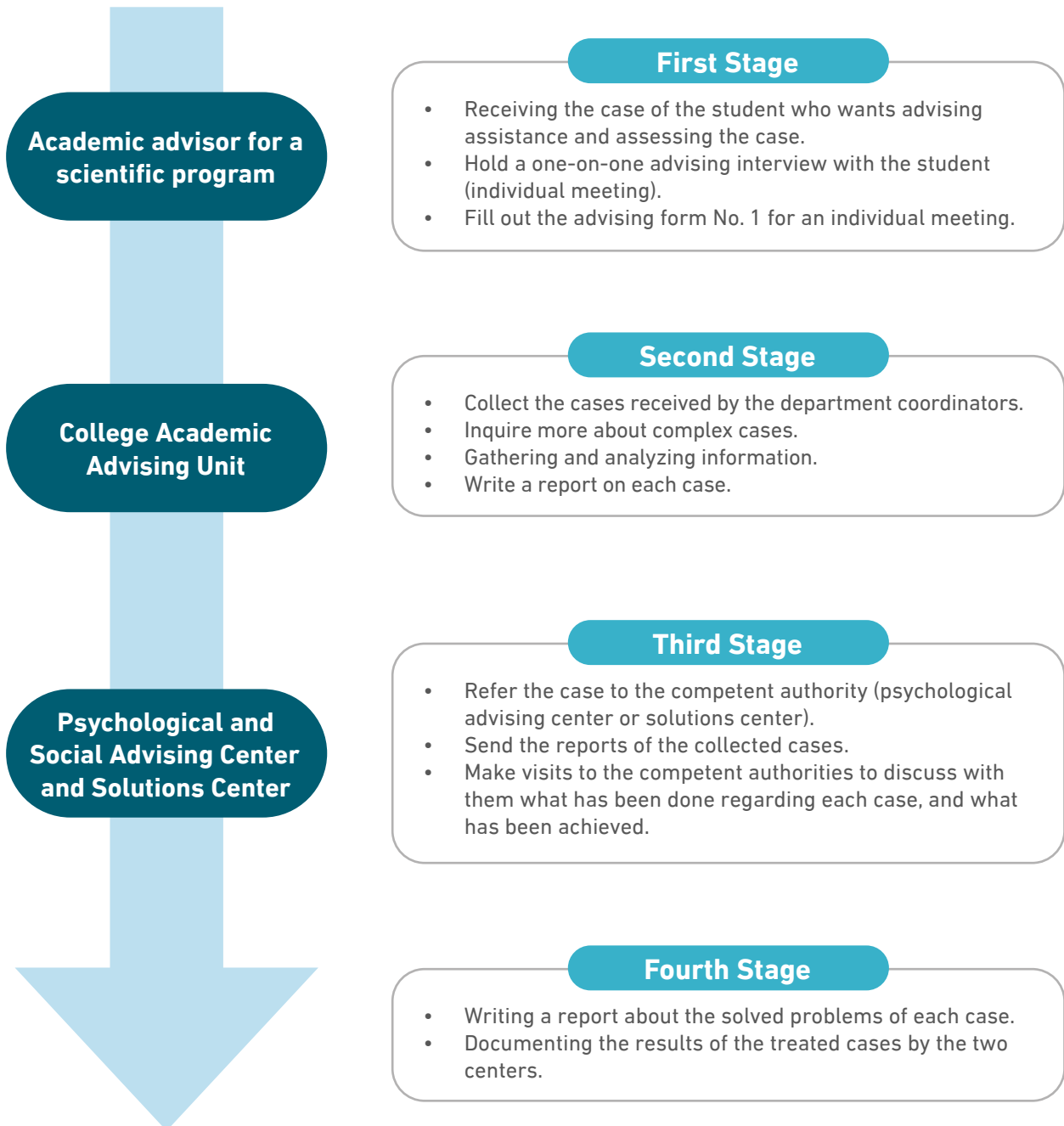
A student who has superior mental abilities or outstanding performance that exceeds his peers in one of the activities or fields supported by the college or university.

Responsibilities Towards Talented or Creative Student

- At the beginning of each semester, the student activity officer prepares a semester program for various extra-curricular activities, including cultural, sports and social activities that will be held during the semester.
- Each academic advisor encourages students to participate in the college's activities and encourages them to showcase their talents.
- The Student Activities Officer discovers talented and creative people in various fields and submits their names to the Director of the Academic Advising Unit.
- Talented and creative people are encouraged to participate in courses to develop their intellectual, creative and innovative abilities.
- The student activity officer, in coordination with the director of the academic guidance unit of the college and the deanship of the college, determines the value and type of awards granted to talented and creative students.
- Talented and creative students are honored in a semester ceremony inside the college.
- The names of the talented and creative students are announced on the board.



Mechanism for Dealing with Psychological & Social Advising Center and Solutions Center



Mechanism for Dealing with the Business Support & Development Center

Professional Advising and Directing

It is a process that helps the students to make the right professional decision in choosing a specialization, and thus the appropriate profession for their aptitudes, abilities and inclinations; preparing for and joining it; with the aim of increasing the chances of success, progress, development, and achieving a professional compatibility state. It helps the individuals to choose the profession that is most suitable for them, and the one most capable to satisfy his/her various needs until he/she feels satisfied with it. It contributes to the work in quantity and quality so that others are satisfied with it.

Professional Advising Objectives

- Informing students of the available scientific and literary specializations, their characteristics, and the requirements for joining them.
- Helping the individuals to identify their inclinations, aptitudes, abilities, personality traits and skills related to the appropriate work.
- Helping the students choosing the specialization that suits their inclinations, preparations and abilities.
- Advising students who wish to change their majors.
- Informing students about the types of jobs related to each of the available specializations.
- Helping students reach the right decision in choosing a profession that suits their abilities.

The academic advising unit provides professional advice and assistance to students during their study in the college:

- Before registering at the college, a reception celebration is arranged for new students to attend a science exhibition in which some basic information about the college is presented (study plans, type of study, field of work, etc...).
- In each semester, all college students are invited to attend a lecture about the scientific programs in each college department delivered by the supervisors of each department (scientific programs, expected jobs, field of work, faculty members, and job opportunities).
- During the academic year, many seminars and lectures related to some technical topics (software, information technology, postgraduate studies, scholarships, etc...) are conducted to increase students' skills.
- In coordination with the College's Graduate Unit, special programs are conducted for students expected to be graduated (how to write professional resumes, identify training opportunities, prepare for personal interviews, how to obtain grants for graduate studies, how to prepare a measurement test, and developing job search strategies).



Appendices

Operational Folder Forms



Form No. (1)



Form No. (2)



Form No. (3)



Form No. (4)



Form No. (5)



Form No. (6)



Form No. (7)



Form No. (8)

Advising Folder Forms



Form No. (1)



Form No. (2)



Form No. (3)



Form No. (4)

