

# Academic Advising and Support Handbook

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## Introduction

Academic counseling is a pillar of university education in the Kingdom, as it aims to guide students to get the best results and adapt to the university environment and seize the opportunities, by providing them with academic skills that raise their level of educational attainment. Given the importance of academic guidance in the faculties of the university, it is necessary to form a unit or committee to be specialized in academic support and guidance.

## Basic Concepts

The Academic Support and Guidance Unit is a unit established by a decision of the Dean college and it is concerned with planning, coordinating and supervising the implementation of the academic supervision process at the College. The unit shall be responsible to the Dean of the College or the Vice Dean for Educational Affairs. The unit also supervises the Academic Advising, Support and Guidance committees in college's academic programs.

The Academic Support and Guidance Unit works in coordination and cooperation with the Department of Guidance and Counseling Deanship of Student Affairs as well as the Vice-Dean of Admission and Registration for Academic Advising. [For more on these departments, see the "Student Handbook" or visit QU's main page: [www.qu.edu.sa](http://www.qu.edu.sa)]

Academic advising and support are also the responsibility of all faculty members, not just the Academic Support and Guidance Unit. Therefore, all staff members 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 Advising and Support Unit

- 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 and overcoming obstacles encountered during their academic achievement.
- Reduced chances of academic failure (preventive counseling).
- Provide advice and assistance to students with academic problems of college students.

- Taking care of students with low and distressed academic attainment and taking care of them and following them up to their academic level.
- Care and help students socially, physically, health, psychologically and functionally if necessary.
- Attention to outstanding and talented students and provide what will enhance their abilities and support their creativity.

## Tasks of the Academic Advising and Support Unit

- Develop a plan for academic supervision at the College.
- Supervise the implementation of the academic supervision plan.
- Spreading awareness among students about what is the unit and its importance and how to benefit from its services through meetings, pamphlets and the college website.
- Introducing students to the objectives and mission of the college, its educational programs, scientific departments, and the fields of work of its graduates; The care and services they provide to their students are also enlightened and guided to choose the appropriate disciplines that suit their abilities and capabilities.
- Distributing new students to academic supervisors and publishing lists on bulletin boards and the college's website at the beginning of each year.
- Periodically upload (mid-term) a report containing the work of the unit as well as a report on the levels of students to the college administration.
- Study the cases referred to it by the College Administration and prepare reports on them to be submitted to the competent authorities.
- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider complaints of students of an academic nature and devise appropriate solutions or submit them to the college administration if necessary.
- 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 by publishing brochures and publications and using the college website for this purpose.
- Supervising orientation programs for new students to introduce the system of study and tests in the college.
- The Committee meets periodically every 4 weeks or 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 reg-istered material and the level of the student's grades, It includes the cumulative average as well as the minutes of the periodic meetings between the student and the student in addition to any reports or warnings sent by the course decision through which the level of the student can be assessed.
- Organize periodic interviews (at least once at the beginning of each semester) with each student that he supervises in order to:

Identify the performance of students in the last semester.

- Encouraging the student to encourage more praise if he is distinguished in some courses.
- Discuss the difficulties, if any, and seek appropriate solutions.
- Discuss the appropriate options for the student in the next semester (recording or delet-ing courses, raising the rate, choosing a specialization etc ..).
- Helping the student in case of difficulty in registering or opposing some materials.
- Strict follow-up of the achievement of the student or scientific student in the materials recorded in it and write periodic reports and attach them in the file of the student.
- Addressing staff members if the student's level is low.
- In case the student is not attending or his achievement level is weak, the advisor will intensify the regular meetings and 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.
- Helping students to make the most of the e-learning site at the college.
- Urge students to participate in academic and extra-curricular activities.
- The Dean or his designee does not sign a certificate of good conduct unless he receives a letter from the academic advisor that this student has completed or terminated all the requirements.
- It is necessary to build a relationship of academic friendship between the supervisor and the student or guide and student defrost differences between them.

- Preferably the role of the counselor as a social and functional counselor for the student or student to know his or her social conditions. Helping to stabilize the student's future or career and contribute to opening up prospects for his or her job opportunities, training or continuing higher education.
- 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 college, its educational programs, scientific departments, and the fields of work of its graduates; And the care and services they provide to their students. They are also enlightened and guided to select appropriate disciplines that match their abilities and potentials.
- Submit a periodic report on the performance of students to the unit of academic support and guidance (before the end of the semester). The report includes the academic performance of the student (better or worse than before) and the measures taken to address the worst performance.
- Report on problems that require the intervention of the unit or the management of the college.
- Urge and encourage students to take advantage of the library and manage time effectively.
- Encourage students to study as groups and benefit from their peers.

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 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.
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.
- Implementation of the guide's recommendations and attendance of the guide as scheduled.
- Notify the advisor of any variables that may affect his program or academic performance.

## Guidance Directorate (Deanship of Students Affairs)

The Directorate of Orientation and Guidance aims to realize the stability and familiarization of the students with the university environment, and follow up their scientific, social and psychological issues, to barricade them, and help them to overcome the problems facing them and affect their scientific attainment and hamper their scientific excellence.

Also, the directorate aims to recognizing the excellent and talented students through their scientific attainment and high marks records in the electronic system. Also, it identifies the creative students through their innovations during practicing the non-curricula activities. Therefore, the Directorate established the Unit of Talents and Innovations which acts to offer suitable and supporting environment for the talented students, and presents programs which care of each category through encouraging and supporting them. In this regard, the Center of Innovation and Intellectual Property helps this Unit which cares for encouraging the students' innovations and creations, and looks after the talented students. The Center aims to:

- Supporting the graduates' projects which start by innovative ideas.
- Spreading and enriching the culture of innovation and thoughts ownership and economic knowledge.
- Encouraging invention and incubating the innovative ideas, and participating in converting them to economic products.
- Ideas protection and registration of patents in the Saudi Authority for Intellectual Property.
- Participating in strengthening the relation of the inventors and investors.
- Supporting the students' graduation projects which begin with innovative ideas.
- Establishing strategic partnerships with bodies which concern about the innovation and rights of intellectual property and similar international centers.

The Department of Guidance and Counseling provides general services to students like issuing IDs and commuter orders for public transport and aviation, as well as working on the employment of male and female students in the faculties and units of the university.

If you need a private (academic, psychological, social etc.) consultation, you can  
:book an appointment here

<https://dsa.qu.edu.sa/content/p/81/form>







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