



Princess Nourah Bint  
Abdulrahman University  
College of Health and Rehabilitation Sciences



**Students' Guidance and  
Counselling Services**

**Version 2  
1445**

## **1- Academic Advising:**

Each student is assigned an academic advisor who follows her from the beginning of her studies until she graduates.

Academic Advising Tasks at Program level:

*Each academic advisor should:*

- Conduct regular meetings with students regularly.
- Advise students to make the right decisions related to their academic and professional future.
- Work on improving students' achievement level by directing them according to the approved academic plan.
- Provide advice in all areas that may affect students' educational path and overcome the difficulties they may face while studying
- Follow up with students while studying, especially stumbling students, study the reason for their stumbles, and create plans to improve their levels.

*Student Role in Academic Guidance:*

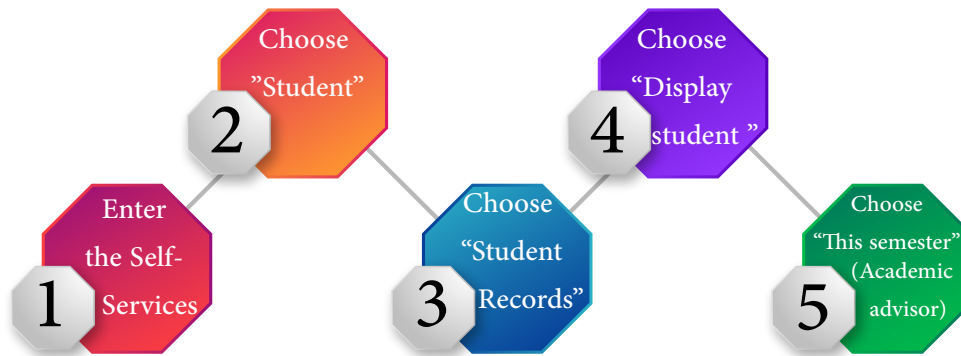
Every student must:

- Know her academic advisor from the academic advising billboard on banner through the PNU website or from the academic advising unit on the third floor.
- Contact her academic advisor during the registration period of deletion and addition of courses to provide her with the required counseling.
- Remain in constant contact with her academic advisor during the study period to follow her academic achievement, identify the obstacles and try to eliminate them.

The student can identify her academic advisor's name through:

1- Academic advising billboard on banner

2- Academic student account by using the following steps:



Contact information of the Academic Advising Unit in the college:

Location	Email	Unit secretary contact number
2 <sup>nd</sup> floor	Chrs-ag@pnu.edu.sa	0118240546

## **2- Training and Internship**

The training and internship administration is responsible for:

- Finding the opportunities and training seats for students and make the required arrangements for that.
- Supervising and following up the clinical training of students during the internship year.
- Solving any issues faced by students during their internship and submitting them to the relevant committees if necessary.
- Implementing educational programs that contribute to educating students of excellence and providing them with the skills necessary for practice and research during the internship year.

- Following up on the performance of students and training destinations by making periodic field visits to improve the level of training and ensure its quality.

- Administrative arrangements including training schedules, follow-up, and obtaining grades from hospital supervisors and direct them to training and internship unit in college level ([chrs-tu@pnu.edu.sa](mailto:chrs-tu@pnu.edu.sa))

Contact information of the Training and Internship Unit:

Location	Email	Unit secretary		
2 <sup>nd</sup> floor	<a href="mailto:Chrs-tu@pnu.edu.sa">Chrs-tu@pnu.edu.sa</a>	Ms Dalal Al-Sulaiman	Ms Nadia Alshehri	Ms Ibtisam Al-Nashwan
		0118241362	0118240572	0118240788

### **3- Education Techniques and Blackboard Unit at the College Level**

- It is an E-education system used to communicate effectively with teaching staff in everything related to the courses such as study plans, lectures, scientific material, homework, and exams.

- At the beginning of each semester, every student should ensure that her courses are linked to the Blackboard system by using her university email to enter her account.

- If the account is not linked to courses or if the student faces any technical problems, she should contact the e-learning unit in the college.

Contact information of the E-learning and blackboard unit:

Email	Unit secretary
<a href="mailto:Chrs-elu@pnu.edu.sa">Chrs-elu@pnu.edu.sa</a>	MS Rana Al-Abed Al-Karim
	Tel. 0118240838

#### **4- Students' Activities Unit**

Student activities office is responsible for the activation of extracurricular activities including cultural, health, national and events through forming campaigns, workshops, and celebrations. It also supervises the students' clubs and assesses their performance.

To contact and enjoy the student activity unit:

Email	Unit
<a href="mailto:Chrs-vdsa@pnu.edu.sa">Chrs-vdsa@pnu.edu.sa</a>	Student Affairs
	Tel. 0118240805

#### **5- The Psychological and Social Counseling Unit**

- The aim of this unit is to provide both psychological and social support for students, and help them overcome any stress that may negatively impact their mental health and academic success.

- Student confidentiality is always respected following PNU policy on student's privacy.

- Services provided by the unit includes psychological and social consultation. Appointments can be arranged through email or referral by the student's academic advisor to provide necessary guidance/support.

Contact information of the unit:

Location	Email	Unit	
2 <sup>nd</sup> floor	Chrs-ss@pnu.edu.sa	Ms Manal Alnasser Office no. 2.524	Ms Khulod Alfadhli Office no.2.526

Other services can be found in PNU student handbook ([Student handbook](#)) that contains information on the University Central Library, The Department of Distinction and Creativity, Program Guidance and Career Support, support to Students with special needs, The Sports Activities Department, The Family Counseling Center, student's Clubs and skill record.

Approved by: College Council	College Council meeting number: 26.1445H
Date	29 April 2024
College Dean with signature	Dr.Hadeel Alsalih

