



المنصة البيضاء للترجمة
نصادق على صحة الترجمة دون
أدنى مسؤولية عن محتوى الوثيقة
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جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Academic Advising Guideline

College of Engineering

تقدم هذه الوثيقة الدليل الاجرائي لوحدة الارشاد الأكاديمي لأعضاء هيئة التدريس لمنسوبي الكلية من أعضاء الهيئة التعليمية والادارية والطالبات في كلية الهندسة في جامعة الأميرة نورة بنت عبد الرحمن.



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Definition of Academic Advising:

Academic advising is the activity carried out by academic advisors at the college to introduce students to academic regulations and assist them in their academic progress. It also helps them overcome academic, social, psychological, or health-related challenges they may face.

Objectives of the Academic Advising Process at the College:

- Provide academic information to students and familiarize them with academic regulations and procedures.
- Encourage and support high-achieving and talented students while helping those facing academic difficulties to improve their academic standing.
- Develop students' self-capabilities to solve problems and correct their academic trajectory.
- Responsibilities of the Head of the Academic Advising Unit at the College:
 - Develop a comprehensive executive plan to manage the academic advising process before the start of each semester.
 - Prepare the academic advising portfolio as part of the college's readiness before early registration for each semester.
 - Supervise the academic advising process in the college according to the executive plan.
 - Receive a list of new students' names from the College's Academic Affairs Office before each semester.
 - Provide academic advising coordinators in the programs with the list of new students and assign them to distribute the students among the academic advisors from the faculty in the program.
 - Coordinate with the College's Academic Affairs Office to link each academic advisor with the assigned students' list in the Banner system.
 - Organize a welcoming event for new students during the first week of each academic year, attended by the Dean, Vice-Deans, Department Heads, the Academic Advising Unit, and Student Services Management to provide essential information about university life and the academic system. The event also introduces the importance of referring to university regulations during their academic journey and the necessity of staying in contact with their academic advisor. The event includes:
 - Introducing students to the Foundation Year for the College of Engineering and providing an overview of the college's programs.
 - Outlining the employment opportunities available after graduation.
 - Offering general advice on how to excel during university studies.
 - Demonstrating how to use the academic advising portfolio.





- Introducing new students to advising peers who act as liaisons between students and the Academic Advising Unit to quickly respond to student inquiries during course registration, drop, and add periods.
- Organize regular meetings with advising coordinators to monitor the progress of the academic advising process in the programs.
- Receive advising reports from program coordinators and review suggestions for improving the academic advising process at the college in coordination with the College's Academic Affairs Office.
- Prepare quarterly reports on the academic advising process at the college.
- Direct advising coordinators to follow up on the implementation of advising mechanisms in the programs.
- Organize the annual orientation event for the college's specializations, targeting Foundation Year students before they enter their desired specializations in coordination with the academic programs of the college.
- Chair the College's Academic Difficulty Committee, a subcommittee of the Academic Advising Unit.
- Prepare a report on cases of academic difficulty and the actions taken, and submit it to the Head of the University's Educational Affairs Project to follow up on progress.
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Academic Advising Coordinator:

The Academic Advising Coordinator is a faculty member responsible for coordinating the academic advising process and monitoring the implementation of its mechanisms across the college's various programs.

Duties of the Academic Advising Coordinator in the Program:

1. Receive the list of new students and distribute them among faculty members in the program.
2. Inform academic advisors in the programs about the importance of communicating with students regarding meeting schedules and office hours, emphasizing the importance of consulting the academic advisor when needed or when facing any academic problems or difficulties.
3. Instruct academic advisors in the program to hold regular meetings with the students they advise to discuss their academic status, progress, and any problems they might be facing, and record this information in their advising records, identifying cases that require further assistance.
4. Direct academic advisors in the program to identify outstanding students, encourage them, and inform them of the benefits they can receive based on the established guidelines.





5. Guide academic advisors to identify students facing academic difficulties or those dealing with social, health, or psychological issues and assist them in solving their problems, referring them to the college's social and psychological counseling office as needed.
6. Encourage academic advisors to hold individual meetings with struggling students to develop a plan for overcoming their difficulties, and then approve the plan according to the college's established procedures.
7. Collect feedback and suggestions from academic advisors on how to improve the academic advising process within the program.
8. Organize introductory meetings with new faculty members to familiarize them with the academic system and advising procedures at the college.
9. Hold regular meetings with academic advisors to monitor the progress of the advising process within the program.
10. Prepare quarterly reports on the academic advising process in the program.
11. Oversee the follow-up of students' self-service during the course drop and add periods at the beginning of each semester.
12. Compile drop and add forms for struggling students from academic advisors and submit them to the college's registration unit.
13. Collect forms related to struggling students and submit them to the department head for discussion and approval before presenting them to the college's Academic Difficulty Committee.

Academic Advisor:

The Academic Advisor is a faculty member responsible for supervising a specific number of students during their studies at the college.

Duties of the Academic Advisor:

- The academic advisor prepares a personal file for each student under their supervision, including an advising card that tracks the student's progress according to the academic plan, updated each semester.
- The academic advisor prepares a special file for each student with academic difficulties, including:
 - An advising card tracking the student's progress according to the academic plan, updated each semester.
 - An approved drop/add form.
 - A survey completed by the student to identify the reasons for academic difficulties, followed by a remedial plan.





- A remedial plan form, which is submitted to the college's Academic Difficulty Committee every semester.
- Monitor the academic status of students (stable - academic warning - academic probation - withdrawal - dismissal).
- Ensure that students complete all courses according to the academic plan within the standard duration of study.
- Contact students in case of course withdrawal or academic probation in coordination with the department.
- Review the academic advising portfolio for all necessary information regarding student registration.
- Monitor university email and dedicate office hours for academic advising to respond to student inquiries.

Address the situations of stumbling students as follows:

- Discuss the reasons for dropping or adding courses, understand their justifications, and advise students on the best course of action.
- Guide students to replace dropped courses with others in line with their academic plans.
- Ensure that all fields in the drop/add form are completed.
- Verify the student's course load after dropping and adding courses.
- Ensure there are no schedule conflicts or final exam overlaps.
- Approve the drop/add form and submit it to the program's academic advising coordinator.
- Keep a copy of the drop/add form in the student's file.

The Student:

The student is the central figure in the academic advising process.

Role of the Student in the Academic Advising Process:

- Establish a connection with the academic advisor and maintain a good relationship.
- Check university email regularly to stay informed of guidance from the academic advisor.
- Seek help from the academic advisor when facing difficulties in registering for courses.
- Familiarize themselves with the student guide, which includes all academic plans, regulations governing academic affairs and exams, as well as information on student activities at the university.
- Be fully aware of the academic procedures calendar, registration dates, course drop/add periods, and exam schedules.
- Review the advising portfolio to ensure they have all the necessary academic resources.





Stumbling Student:

A stumbling student is one who experiences one or more of the following issues:

- 1.Low academic performance from levels 1 to 4.
- 2.Low academic performance from level 5 and above.
- 3.Difficulty in passing one or more courses or repeated failure.
- 4.Remaining courses from previous levels.

Procedure for Dealing with Stumbling Student:

- The academic advisor is responsible for identifying stumbling student.
- Each academic advisor sends a survey to stumbling student to determine the reasons for their difficulties and then discusses these reasons with the student, creating a remedial plan.
- The academic advisor assists the student in completing the remedial plan form, which must be approved by the student, the academic advisor, the department head, and then submitted to the college's Academic Difficulty Committee every semester.
- Each academic advisor completes a description form for the cases of academic difficulty among the students they are assigned to advise.
- The Academic Difficulty Committee at the college, a subcommittee of the Academic Advising Unit, reviews the reports of academic difficulties. This committee consists of:
 - The Director of the Academic Advising Unit.
 - Academic advising coordinators in the programs.
 - A psychological and social specialist.
- The Academic Difficulty Committee communicates with academic departments to address the causes of academic difficulties.
- The Academic Advising Unit supports the Peer Mentorship Project, encouraging academic advisors to promote student participation in this project, helping stumbling students and bridging the gap between students and faculty.
- Each academic advisor monitors the academic performance of stumbling students after exam results are announced and submits a report to the Academic Difficulty Committee in the Advising Unit.
- Stumbling students who overcome their difficulties are recognized.





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Outstanding Student:

An outstanding student is one who possesses high academic abilities, achieving an excellent grade point average of no less than 4.5 out of 5 in their field of study.

Procedure for Dealing with Outstanding Students:

The top three students in each academic level of each program are selected based on their grade point average and are honored in a ceremony held at the beginning of each semester under the supervision of the





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[Forms](#)

Contacts

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