



Academic Advising Handbook of Dar Al Uloom University

Dar Al-Uloom University

P. O. Box 3535, Riyadh 13314-7222

Saudi Arabia

Phone: + 966 1 494 9000

Fax: + 966 1 494 9490

info@dau.edu.sa

www.dau.edu.sa

ACADEMIC ADVISING HANDBOOK

Dar Al Uloom University

2023

Prepared by:

Academic Advising Unit

Contents

Section A : Introduction.....	3
Section B : Academic Advising Objectives.....	3
Section C : The Key Characteristics of a Successful Advisor.....	3
1. Problem Solving:	3
2. Encouragement:	4
3. Providing Help in Job Selection Processes:	4
Section D: Academic Advising Mechanism.....	4
1. The academic advising committee at the college level:	4
2. The academic advisor tasks:.....	5
3. The academic advisor's tasks related to advising the student and monitoring his performance:.....	7
C. Student Academic Advising Related Responsibility, Role and Duties	8
1. Before Meeting the Advisor:.....	8
2. During Meeting the Advisor:	8

Section A : Introduction

Academic Advising is the corner stone upon which The Credit-Unit System depends. Functions of academic advising are not limited to defining study plans and courses, but it helps in making a close relationship between students and teaching staff. The Student is the focus and the target of education, and must be provide with the support needed during the academic educational process, this includes making a streamlined study plan and enabling the student to complete the plan within the approved target time and building the students' self-confidence in accordance with academic course objectives, it is therefore necessity to provide an academic advisor who is selected from teaching staff members to supervise a group of students and provide students with the needed support to successfully complete the requirements in all courses as well as developing the required skills of students. In addition, the academic advisor can provide advice in solving and overcoming difficulties students may face in their academic programs and may, directly or indirectly, impact their academic performance. Thus, The academic advisor task is to supervise and observe students' selections, not to select for them, and help and advice if needed without students' request.

Section B : Academic Advising Objectives

The main objective of the academic advisor is to guide students in course selection based on the approved academic plan to successfully gain the academic degree, help them to overcome obstacles and that may be encountered, and provide advice on issues that may affect students educational process. Thus, the advisor has to interpret the university academic system and applicable policies as well as study plans and courses co-relations.

Section C : The Key Characteristics of a Successful Advisor

1. Problem Solving:

An academic advisor can help students to face the difficulties related to the scientific majors through identifying the problems and suggesting the appropriate solutions. Some of these problems may be:

- Course Management.

- Time Management.
- Relation Between Teaching Staff and Students.
- Study Skills and Habits.
- Examination Skills.
- Alternative Course Selections.
- Any Other Academic Matters.

2. Encouragement:

A few words of encouragement have a significant effect in improving students' academic levels and in their ability to face their academic problems.

3. Providing Help in Job Selection Processes:

The academic advisor has to think with students about job opportunities available for graduates, through coordination with relevant authorities as well as attracting the outstanding students and encouraging them to complete their post graduate studies.

Section D: Academic Advising Mechanism

The academic advising executive team consists of:

- The academic advising committee at the colleges level (it consists of the college dean and the college teaching staff members).
- The academic advisor.
- The students.

1. The academic advising committee at the college level:

The academic advising committee is formed at the beginning of the academic year pursuant to the College Board decision. The tasks of this committee are as follows:

- Making sure of the existence of the academic advisors and their readiness to deal with the students.
- Supervising and following up the implementation of the academic advising instructions and procedures in the college.
- Assisting the academic advisors to carry out their tasks successfully.

- Coordinating with the university academic advising center (UAAC) to distribute the students to the academic advisors from the teaching staff members according to the advising groups, announcing them in the prominent places in the college and in the SIS and sending it to students via the email.
- Setting the academic advising schedule, distributing the academic advisors to the students reception rooms and announcing it in a prominent places in the college and on the college SIS and sending it to students via the email.
- Setting and implementing mechanisms to introduce the students to their advisors and vice versa.
- Supervising and following up the process of recording the courses in accordance with the approved regulations, rules and procedures and making sure of the availability of the following copies to the academic advisor:
 - ✓ The course plans.
 - ✓ Sections (courses schedules, number of sections, teachers names, lectures and examinations schedules, and number of students enrolled in each section).
 - ✓ The regulation of the study, exams, the executive and procedural rules of Dar Al Uloom University.
- Supervising and following the academic advisors performance up.
- Providing the students with the university calendar and inciting them to adhere to the dates specified in the calendar.
- Encouraging students to consult their advisors in the announced advising hours and to present their problems to them.
- Informing the students regularly with university instructions for the student, the university guide, the student guide, the college academic and administrative structure, the program objectives and outputs, the university calendar and the other academic matters needed by the students.
- Receiving the new students and introducing the college to them.
- Reporting, on a daily basis, the academic advisors' performance and the progress of the academic advising process to the College Dean and to the academic advising manager throughout the induction week.

2. The academic advisor tasks:

The academic advisor has to follow the student from his accept in the university till his graduation. He should help the student in everything he needs in order to ensure the success of the educational process, the completion of the course success requirements and graduation requirements, and achieving the program objectives and outputs. Hence, the academic advisor should exert his best in order to achieve this goal through performing the following tasks:

- **General tasks of the academic advisor**

-
- Attending the academic advisor workshop.
 - Attending during the announced academic advising hours.
 - Being aware of the program study plan, the student's study plan, the study regulations, the test executive rules, the study procedures and the usage of the SIS system.
 - Helping students to understand their academic discipline study plan.
 - Helping students to understand the study and exams regulations and executive rules.
 - Helping students in course selection process.
 - Helping students in course registering mechanism on SIS.
 - Signing the students' forms related to the university and study affairs in accordance with the regulations and procedures followed in the university.
 - Following up the students' academic curriculum vitae.
- **The academic advisor's tasks related to registering, adding and deleting the courses**
 - Being aware of the course plan of the students covered by the advising process.
 - Being aware of the university calendar and informing the student of it.
 - Making sure that the student has registered the courses on the college SIS and keeping a copy of the student's timetable on his file.
 - Providing the student with the required courses for registration through recommending to the Head of the department when there is a need to open new courses, sub-courses or provide alternative courses.
 - Adhering to the minimum and maximum number of the credit hours according to the university instructions as follows:
 - The minimum and maximum limit of the student's course load for the bachelor degree is (12 -20) credit hours per the semester. The student may take additional (3) hours only once if his GPA is not less than (3) to fulfill the graduation requirements. As for the summer semester, the maximum level of the student's course load is (9) credit hours and (3) credit hours may be added for the graduation purposes.
 - The study duration should not be less than 3 years to get the bachelor degree.
 - The duration spent by the student as an enrolled student to get the first university degree should not be more than six years.
 - The following should be considered during the courses registration process:
 - Adhering to the study plans as for the nature of knowledge accumulation and the prerequisites.
 - Making sure that there is no conflict between the lectures dates and the final exam and that there is no registration in courses which have completed the specified number of students.
 - The student should complete the university requirements and the college requirements during the first two academic years.

- The courses of the student transferred from another university or another specification should not be registered except after the course equivalence by the concerned party.
- Making sure of the student's need to perform the process of dropping or adding courses and not allowing him to perform such process except once at each semester and if needed.
- Informing the student that his cumulative GPA should not be less than (1.00) out of (4.00), helping him to raise his GPA and to remove the academic probation (if there is academic probation placed on him) according to the university academic probation instruction approved by the university board, guiding the student to the necessity of registering the courses within his plan to raise his GPA and to remove the academic probation such as registering the courses he failed in.
- Informing the student of the necessity sitting of providing sitting exams and the course success requirements, and informing him that if the student does not attend the final exam with excuse, he should be aware of procedures and dates of the excuse provision.
- Informing the student of the possibility of re-registering and studying a course he has completed successfully in order to raise his GPA.
- Informing the student that his failure in a specific course or his withdrawal from a course after the withdrawal date does not make him abide to the conditions of the previous prerequisite.

3. The academic advisor's tasks related to advising the student and monitoring his performance:

The academic advisor should pay attention to the student's academic progress and his performance level in the courses. This can be achieved through:

- Observing the academic achievement of the student and his progress, directing and helping him academically and educationally in such a way that serve the academic achievement.
- Summoning the student and reviewing the course with him and drawing his attention to his academic performance weakness or to his negligence to attending regularly.
- Knowing all the problems students face, especially those problems that affect his academic performance, trying to solve them and providing the advice about them.
- Encouraging the student to participate in the student activities and to communicate with others.
- Notifying the student of the administrative and academic structure of the college, the college committees and their tasks, the program objectives and outputs, and the assessment system.
- Notifying the student of the university colleges, departments, centers, committees, and the student activities and how to benefit from these activities.
- Being aware of the university instructions related to the student and informing him of such instructions.

- Notifying the student with his responsibilities and duties as for his behavior inside the campus or as for the courses successes requirements.
- Being aware of the most important university instructions related to the student and his success in meeting conditions of getting the bachelor degree in his specialization and conditions and procedures of providing the excuses for absence and delay requests, etc.
- Urging the student to regularly seek his academic advisor in the announced office hours and the student may change his academic advisor after the Head of department recommendation and the approval of the Dean.

Forms of the students should not be signed by another advisor. If the academic advisor is absent, the Dean charges another staff member in writing.

C. Student Academic Advising Related Responsibility, Role and Duties

Students have a basic role in academic process. They are responsible for educational progress, asking for advice and guidance of the academic advisor who helps them in achieving their goals and dreams of a successful career through the efficient and successful selection of appropriate courses. To achieve the highest use of academic advising meetings, students have to be informed by the importance of getting prepared for such meeting through the following:

1. Before Meeting the Advisor:

- Being aware of the office hours of the advisor.
- It is better to take an appointment with the advisor before semesters.
- Bringing a written down list of all questions he worries about that are related to advising.
- Reviewing the college handbook that explains the requirements of the college, the department and the university and putting a distinctive mark on any unclear item to ask the academic advisor about it.
- Preparing the correct information and data related to what he needs before meeting the academic advisor.

2. During Meeting the Advisor:

- Bringing with him his academic file of each course and his questions list.
- Giving a clear idea about his academic and professional goals and sharing his academic advisor honestly and transparently.
- Putting into consideration a specific date for graduation and consulting his advisor of such matter.
- Working together with his advisor to develop an academic program and a timetable for what he plans to study in the following two semesters.

- Posing all the questions in his mind whereas the academic advisor can help him when he has a clear vision of what he wants.

3. Follow up Meetings:

- The student should make sure of carrying out the recommendations of his academic advisor once every two or three weeks as agreed upon.
- The student should contact his academic advisor or send him an e-mail consisting of his questions.
- The student should inform his academic advisor of the most important changes in his academic program that may affect his performance or academic goals.
- The student should know the academic calendar, particularly the critical and final dates that are usually published in the college LMS and SIS.
- The student should create a file for the academic advising. In such a file, he should keep copies of all the related documents where as he can find answers for his questions easily.
- The student should shoulder the responsibility of his academic progress whereas the guidance and advising are important tools for success, but foremost the student is primarily responsible for his success.