



# Guidance and Counselling Services Manual

Shaqba University

**Electrical Engineering Department**

**College of Engineering**

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## Academic Advising Terminology

**Academic advisor:** It means the faculty member and the like who are charged with supervising, directing and following up on the student during his studies at the university.

**Study Plan:** It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program.

**Study load:** The total number of academic units that a student is allowed to register in a semester, and the upper and lower limits of the study load are determined according to the university's executive rules.

**Overall rating:** A description of the student's level of educational attainment during his/her study at the university.

**Cumulative average:** It is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units prescribed for those courses.

**Semester average:** It is the result of dividing the total points obtained by the student by the total units assessed for all the courses he studied in any semester. Points are calculated by multiplying the unit assessed by the weight of the grade obtained by the student in each course he studied.

**Registration Folding:** It means the termination of the student's relationship with the university, whether through dismissal, withdrawal, or interruption.

**Minimum course load:** It is the minimum number of units of study that the student registers during the academic level.

**Withdrawal for the study:** It means that the student does not continue studying for the academic year or semester in which he registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation.

**Academic warning:** The notice given to the student because his cumulative average is below the minimum set forth in these regulations.

**Academic Advising:** It is the counseling activity carried out by a faculty member in order to assist students academically, and this includes all the various academic advising work directly related to undergraduate students.

**Annual Academic Advising Plan:** It is the work plan that clarifies the general academic guidance objectives throughout the academic year and is presented at the beginning of the year through a meeting of the members of the Academic Advising Unit. It includes the semester plan (first semester, second semester, summer semester), and links the objectives of the semester plans directly to the annual plan.

### **Academic Advising Concept**

**Academic Advising** is social and psychological guidance, careful follow-up of students' problems, trying to provide advice and recommendation to them, and working to help the student develop his skills and abilities and gradually move in making his own decisions.

Therefore, it simplifies and facilitates administrative procedures in order to provide the best and quality services to the student.

### **Importance of Academic Advising**

Academic advising is considered one of the most important inputs to the university education system in the faculties of Shaqa University. It is an important link towards guiding students to achieve the best performance during the teaching and learning processes in order to obtain the best educational outcomes and the best possible academic achievement.

It helps students to adapt to the university environment and seize the opportunities available to them by providing them with basic knowledge and skills that raise the level of their educational attainment.

To find out how the student can communicate with the academic advisor through the portal, please scan the following code:

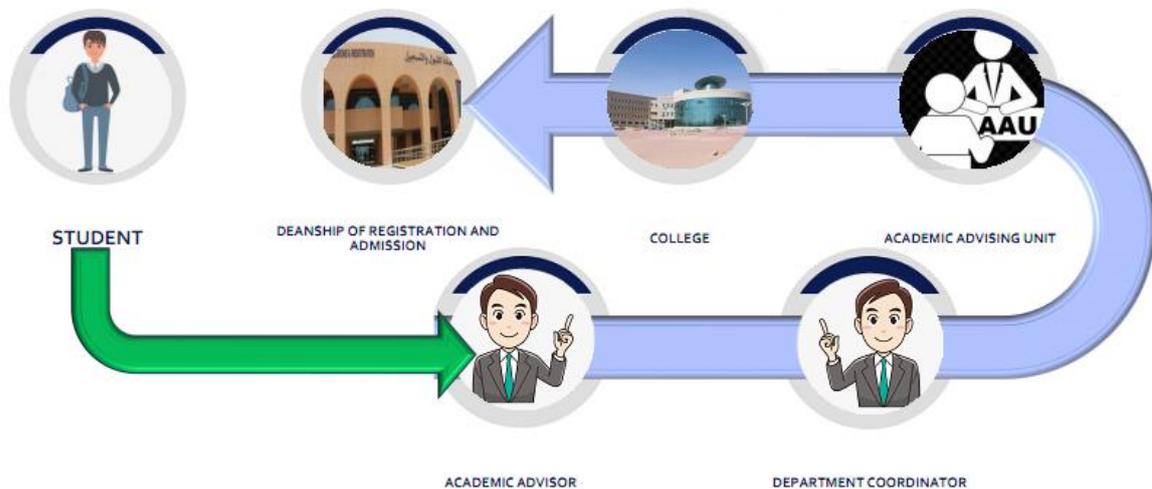


How to communicate with the academic advisor

### **Academic Advising Goals**

- Introducing students to the university life, the study rules and regulations, and the services provided to them by the university.
- Helping students to solve problems and obstacles that directly affect their academic achievement.
- Following-up students' progress during their studies.
- Helping students to get acquainted with the scientific disciplines that suit their intellectual and intellectual abilities in a way that guarantees them the best ways to plan for the future.
- Encouraging outstanding students to continue and to make good use of the methods provided by the university to help them in academic achievement.

## Academic Advising Elements

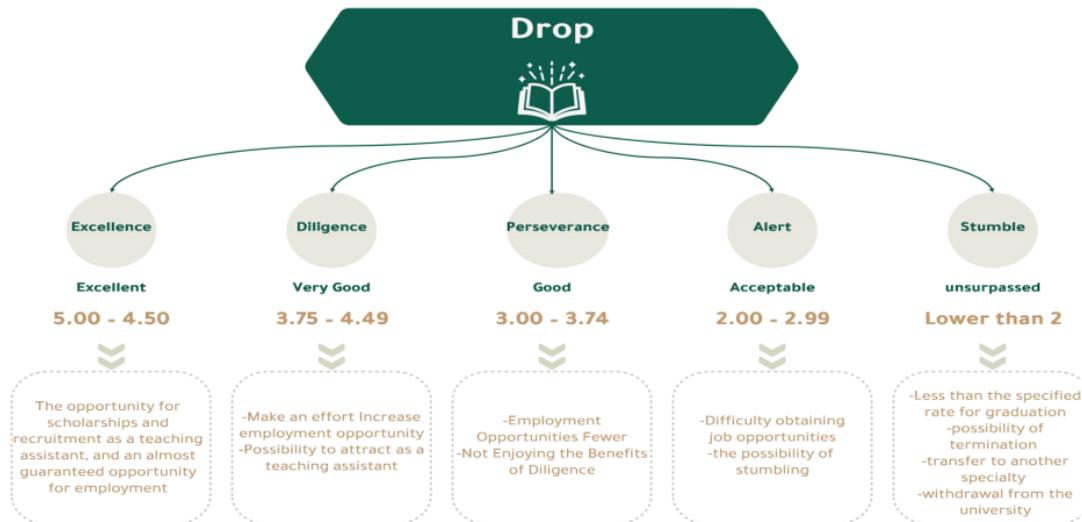


### Lanes

They are indicative categories of cumulative averages, by classifying students into categories according to their cumulative grades, which motivates them to make an effort to move from one category to another to create an academic competition among them, which encourages and motivates them to exert more effort for achievement, excellence, and creativity, and thus achieves the goal of improving performance and excellence in educational outputs.

### Dorp/Lanes works on

1. Determining the category of each student and showing the connotations of the category and what is required of the student.
2. Show the student's category to the academic advisor.
3. A report on the student's condition and a plan to raise his level.
4. Adopting electronic software and among its foundations a mechanism for communicating with the student, the college and the advisor.



## Communication screens

1. The mentor communicates with his students.
2. Communication of the student with a mentor.
3. The counselor communicates with the admission and registration coordinator.



The screenshot shows the Shaqa University website interface. At the top, there are navigation links for 'الرئيسية' (Home), 'التسجيل الإلكتروني' (Electronic Registration), 'إدخال الطالبات' (Student Entry), 'التقارير' (Reports), 'القبول' (Admission), and 'الطلاب' (Students). A red circle labeled '1' highlights the 'الطلاب' link. Below the navigation bar, there is a section for 'صفحة الطالب' (Student Page) for the semester 'الفصل الأول للعام الجامعي 1443 هـ'. The page displays a table of student information:

الاسم الطالب	اسم الطالب
رقم الطالب	رقم الطالب
المقر	المقر
الكلية	الكلية
التخصص	التخصص

Additional fields shown include 'الوضع العام', 'المعدل التراكمي', 'عدد إجازات الطالب', 'الساعات المسجلة', 'الساعات المتبقية للخطة', and 'الحالية'.

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## Educational facilities

### Lecture rooms

College provides adequately equipped classrooms, which ensures the quality of the educational process. Each classroom has a data display, dashboard, and displays. In addition, each hall is equipped with a wireless network that allows members to use their laptops. There are many classrooms available. These halls have access to natural daylight in addition to electric lighting that is comfortable for the eye, and all halls are air-conditioned in a way that ensures a moderate atmosphere for students while they receive their lectures. In addition to the traditional rooms there are smart rooms equipped with smart boards and audio-visual equipment with IP phone recording capabilities. These facilities support the achievement of the educational objectives of the university's programs and program outcomes thus providing a conducive environment for learning.

### Laboratories

In every health, medical or natural sciences college there are a number of fully equipped laboratories with the tools and devices necessary for the success of the educational process, and every laboratory has security and safety means that guarantee the safety of using the existing tools.

### Internet and Labs

The college has a wireless Internet connection available to students and the university's employees, including members and employees. This is in addition to the computer labs that are wired connected to the internet points. Internet points are also available in each hall to facilitate the educational process. The colleges also have English language laboratories dedicated to teaching English language courses, including speaking, listening and other language learning requirements.

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## Library Services

The university has a central library on the university campus, in addition to the availability of a library in each college that contains various scientific and literary references. The Deanship of Library Affairs is also keen that all university employees, including students, faculty, and employees, are linked to the digital library by registering them and giving each of them a username and password that facilitates the process of searching, viewing and obtaining local and international references.