

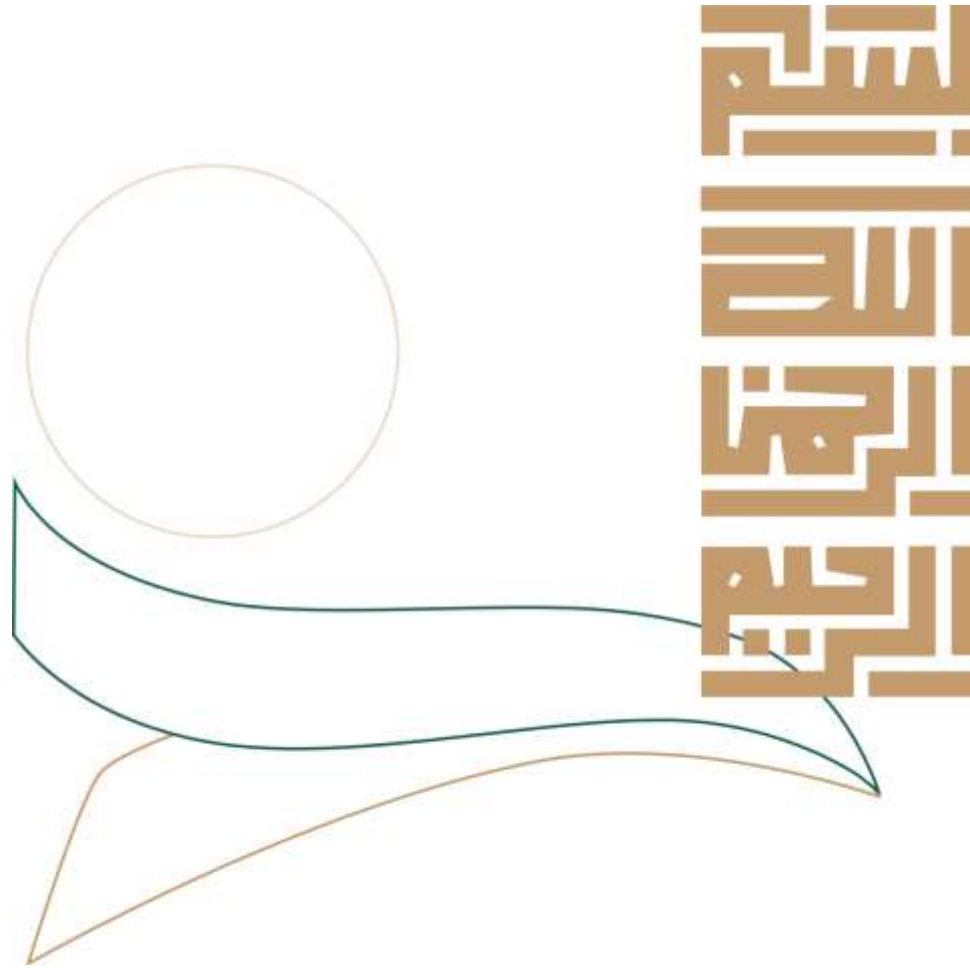


*This guide is subject to review and amendment

Academic Guidance Guide

For Departments, colleges and faculty members

(First edition 1443AH-2021AD)



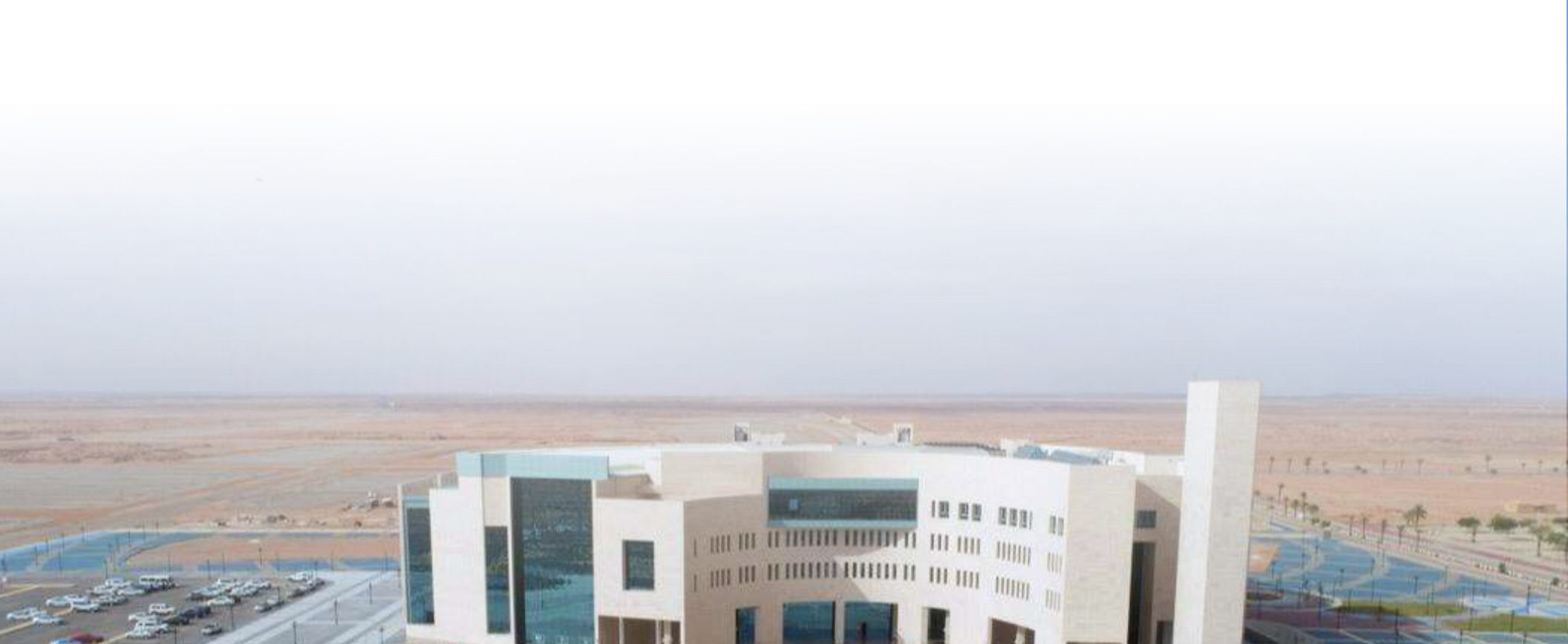
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Prepared By	Institutional Transformation Office
Approved By	Academic Advising Unit of the University Vice Presidency for Educational Affairs

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First: Introduction

Academic advising in university education is of great importance, as it is considered an essential pillar of the academic services provided by educational institutions to its students. Students with basic academic skills and help them make the right academic decisions that contribute to raising the level of their educational attainment in general.

Based on the necessity of informing the departments, colleges and faculty members of Shaqra University about the importance of academic guidance and its importance in improving the student's educational process, this guide has been prepared among the series of academic and administrative guides prepared by the university to be a reference for the academic advisor and the departments and colleges at the University of Shaqra. And they do not answer the questions that come to their minds.



About Shaqra University



Second: About Shaqra University

2-1 The emergence of Shaqra University :

Shaqra University is one of the most recent Saudi universities whose establishment was issued by the Royal Decree, as the Noble Royal Decree No. (7305/MB dated 3/9/1430 AH) was issued to establish Shaqra University.

The main headquarters of the university is located in the city of Shaqra. The university currently includes more than twenty colleges distributed in several governorates and centers, namely: Shaqra, Al-Quwayiyah, Al-Dawadmi, Sajer, Dharma, Afif, Al-Muzahimiyah, Thadiq and Al-Mahmal. These colleges include many academic departments, which award various scientific degrees in higher education for theoretical, applied, engineering, medical and technical disciplines; These disciplines cover the city of Shaqra and its affiliated governorates, and the area of the university campus is (13,707,436 square meters). The number of university students reached 28,112 thousand students, the number of faculty members and the like was 1,337, and the number of employees was 987. An administrative system was also constitute in the university in addition to the integrated academic system, in which there are (5) agencies, in addition to the supporting deanships, which are (10), in addition to departments and units such as the Department of International Cooperation, the Intellectual Awareness Unit, and the Academic and Psychological Guidance Unit, all of which focus on their basic functions on Supporting the educational process provided by the university to male and female students at all levels of study, and serving the university and society in all its categories and members, to meet the needs of the Saudi labor market in the public and private sectors.

At the university, the first stage of the infrastructure of faculties and deanships, as well as housing for faculty members, was completed, and a number of buildings for female students' colleges were operated in a number of university faculties in various governorates, such as: Thadiq, Dharma, Al-Quway'iyah, Shaqra, Dawadmi, and Afif colleges, and work is still in progress. On equipping college buildings for students the university has built many lecture rooms and temporary facilities to meet the needs of the various academic departments, faculties, and departments of students faculties.

2-2 Shaqra University's vision, mission and goals :

University vision

Outstanding Education | Influential Scientific Research | Vital Society

Message

Building specialized and distinguished competencies that keep pace with labor market changes through competitive educational programs, qualified cadres in an attractive academic and research environment, effective systems, and fruitful community partnerships.

Governing Values

I The University is committed to the following values



Strategic Goals

- 1.Raising the efficiency and effectiveness of the organizational, administrative and financial environment .
- 2.Improving the efficiency and effectiveness of academic and administrative human resources .
- 3.Achieving competitive educational outcomes that keep pace with labor market changes .
- 4.Providing scientific research according to developmental and societal priorities .
- 5.Strengthening partnership with the community and actively contributing to its development and service .
- 6.Improving infrastructure, technology and support services .



The image shows a modern university building with a light-colored facade and several windows. In front of the building is a parking lot filled with cars. The foreground is dominated by a garden of pink and white flowers. The text "Academic Advising for Departments and Colleges" is overlaid in the center of the image.

Academic Advising for Departments and Colleges

I 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.

I Academic Advising Quarterly Plan

I It is an action plan that outlines the goals of academic advising, the work schedule, and the time plan for implementing programs throughout the semester and is presented at the beginning of the semester through a meeting of the members of the academic advising unit.

I Annual Academic Advising Plan

I 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.

I Quarterly Report for Academic Advising

I It is the report that is prepared at the end of the semester, which is directly related to the semester plan and includes the extent to which its objectives have been achieved or not, the positive action points to enhance them, and the negative action points to avoid them.

Academic Advising Annual Report

It is the report that is prepared at the end of the academic year and that is directly related to the annual plan and includes the extent to which its objectives have been achieved or not, the positive action points to enhance and the negative action points to avoid.

Basic Academic Adviser

He is the representative member selected from the academic departments to work in the Academic Advising Unit at the college level or from the study tracks to work in the Academic Advising Unit at the department level.

Associate academic advisor

He is the member selected from the academic departments to work in the Academic Advising Unit at the college level or from the study tracks to work in the Academic Advising Unit at the department level.

First Academic Advising Meeting

It is the meeting through which the quarterly and annual academic advising work plan is drawn up, and it is held before the start of the study.

The second meeting of academic advising

It is the meeting of the Academic Advising Unit, which ensures the progress of academic advising work according to the quarterly and annual plan set in the first meeting, and it is held in the middle of the semester.

The third meeting of academic advising

It is the meeting in which the quarterly and annual report is written according to the previously established plans, and at the end of each semester for the quarterly reports and at the end of the academic year for the annual report.

General Information about Academic Advising

Academic Advising Unit within Colleges

According to the importance of academic advising work in colleges, it is necessary to constitute a unit or committee that is specialized in academic advising and support, and the Academic Advising Unit is established within colleges for the purpose of implementing the practices of this educational service in a scientific and orderly manner. This unit is composed of members from each department within the college, provided that they are specialists to provide high-quality counseling services that achieve the desired goals in this regard, and this unit is directly linked to the dean of the college.

The role and objectives of the Academic Advising Unit

The role of the Academic Advising Unit in colleges and scientific departments is based on providing the necessary guidance to students of all categories during their studies at the undergraduate level, **in order to achieve the following objectives:**

- Preparing first year students for university life through counseling and orientation programs to introduce the faculties and scientific departments.
- Preparing first year students for university life through counseling and orientation programs to introduce the department and how the student can obtain the necessary services.

Academic guidance guide for departments, colleges and faculty members

- Awareness of students about academic life and its variables and how to deal with them through various academic advising programs (introductory meetings, courses for preparing for university life, courses for preparing for final exams, courses for determining the appropriate specialization, courses for university skills).
- Helping students to choose the appropriate specialization according to their capabilities, scientific interests and the needs of the labor market.
- Encouraging brilliant students to achieve more and directing them towards investing their abilities and potentials in areas that suit their academic interests and inclinations.
- Follow-up of students who falter academically and help them acquire the necessary skills to increase their educational attainment.
- Spreading awareness of academic regulations and implementing academic procedures in cooperation with relevant authorities, such as the Deanship of Admission and Registration.

Academic Advising Unit Members

The Academic Advising Unit is formed by the dean of the college or the head of the concerned department from several selected members of the faculty. All faculty members must participate in the academic advising process without exception, as follows:

The unit head is a member (basic academic advisor) who is from each academic department if the unit is at the college level, or a member of each study track if it is at the departmental level, or a general member if there is only one academic track.

A member (co academic advisor) from each academic department if the unit is at the college level, or a member from each study track if it is at the departmental level, or a general member if there is only one academic track.

The unit secretary, who is either a faculty member or a member of the administrative staff.

Duties of the Academic Advising Unit Members

The tasks of the members of the Academic Advising Unit are divided as follows:

Unit head:

- Follow up the unit's work progress.
- Holding the three main meetings.
- Determine the quarterly and annual work plan.
- Preparing the quarterly and annual reports.
- Work to overcome all the difficulties facing the unit's work.
- Permanent presence in the unit's working hours in the place designated for that to help students.

Primary Academic Adviser:

- Assisting the unit head in following up the progress of work within the academic department .
 - Provide the time plan for the implementation of the extension programs in line with the academic calendar and follow up their implementation within the department.

Academic guidance guide for departments, colleges and faculty members

- Permanent presence in the unit's working hours in the place designated for that to help students.

Co Academic Adviser

- Follow up the implementation of the time plan for academic advising.
- Implementation of extension programs within the department.
- Constant presence in the unit's working hours in the place designated for that to help students .

Committee Secretary

Writing minutes of meetings of the Academic Advising Unit and coordinating for that.

The work of the Academic Advising Unit

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- The Academic Advising Unit works seriously to achieve the goals and roles of the unit in an accurate and clear manner. To ensure this, three meetings of the unit must be held during one semester, as follows:
 - (The first meeting) at the beginning of the semester, to clarify the work plan during one semester that includes the work progress points and the schedule for implementing the semester goals and linking them to the general annual academic guidance objectives.
 - (The second meeting) during the middle of the semester, to follow up the progress of the work of the quarterly plan.
 - (The third meeting) at the end of the semester to write the quarterly report, review the work plan, and confirm the achievement of the goals set at the beginning of the term, and mention the reasons and obstacles in the event of not achieving them.
- Reports of the three meetings are submitted to the responsible head (the department head or the dean of the college).

The nature of academic advising services provided by colleges and scientific departments

- √ Familiarity with the dates of registration, deletion and addition announced by the Deanship of Admission and Registration, and the implementation of related academic procedures.
- √ Knowing the college study plan and graduation requirements for students, and making sure that the student's schedule matches the college study plan.
- √ Preparing and updating the academic advising record file for each student, where the advisor works by opening a special file for each student in the group that includes the registered materials and the student's grade level, including the cumulative average, as well as the minutes of the periodic meetings between the advisor and the student in addition to any reports or warnings from the course instructor through which the student's level can be assessed.

- √ Organizing periodic interviews at least once at the beginning of each semester with each male or female student he/she supervises in order to get acquainted with the students' performance in the previous semester.
- √ Urging the male or female student and encouraging him/her to do more effort and praising him/her if he/she excels in some courses.
- √ Discussing difficulties, if any, and searching for appropriate solutions.
- √ Discussing the appropriate options for the student in the next semester, such as registering or deleting courses, raising the rate, choosing a major, etc.
- √ Providing assistance to the male or female student in the event of difficulty in registering or conflicting some subjects.
- √ Accurate follow-up of the student's academic achievement in the subjects he/she is registered in, writing periodic reports and attaching them to the student's file.
- √ Addressing faculty members if the student's average is low.
- √ In the event that the student does not attend lectures or his/her achievement level is poor, the advisor intensifies the periodic meetings and discusses the student in detail about the reasons and tries to solve them or raise them to the Academic Guidance Committee.
- √ Discovering and developing students' talents.
- √ Helping students on how to make the most of the college's e-learning website.
- √ Urging students to participate in academic and extra-curricular activities.
- √ It is necessary to build an academic friendship relationship between the advisor and the male student, or the advisor and the female student to enhance trust between them.

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- √ It is preferable that the role of the counselor be as a social and job advisor for the male or female student to know his or her social conditions and help in their stability or career future of the student and contribute to opening up job prospects for him or her, training or continuing higher studies.
- √ Allocating office hours to meet the students in his/her office to discuss the problems they face during the study.
- √ Introducing students to the college's goals and mission, its educational programs, its scientific departments, the graduates' fields of work, and the aspects of care and services it provides to its students.
- √ Submitting a periodic report on students' performance to the Academic Advising and Support Unit before the end of the semester.
- √ The report includes the student's academic performance, the extent of progress in the student's performance, and the measures taken to remedy the worst performance.
- √ Submit a report on problems that need the intervention of the unit or the college administration.
- √ Motivate and encourage students to make use of the library and manage time effectively.



Academic Advising for Faculty Members



General information about academic advising

The nature of the academic advisor's work

The role of the advisor is to help the student to make the right decisions that will help him/her in his/her academic career successfully and effectively. Each college determines a number of new students for each academic advisor in each academic department directly, as the academic advising process is at the heart of the work of the faculty member and h/she must be aware of all its applied aspects to provide high quality service.

Academic advisor duties and responsibilities

- 1-Familiarity with the registration, deletion and addition dates announced by the Deanship of Admission and Registration, and the implementation of related academic procedures.
- 2-Knowing the college study plan and graduation requirements for students, and ensuring that the student's schedule matches the college study plan.
- 3-Recognize the students' performance in the last semester.
- 4-Urging students and encouraging them to do more diligence and praising him/her if he/she excels in some courses.
- 5-Discuss the difficulties, if any, and search for appropriate solutions.
- 6-Providing assistance to the male or female student in the event of difficulty in registering or conflicting with some subjects.
- 7-Careful follow-up of the student's academic achievement in the subjects he/she is registered in, writing periodic reports and attaching them to the student's file.

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8-Addressing faculty members if the student's average is low.

9-In the event that the student does not attend lectures or his/her achievement level is poor, the advisor intensifies the periodic meetings and discusses the student in detail about the reasons and tries to solve it or submit it to the Academic Guidance Committee.

.10-Helping students how to benefit from the university's electronic services.

11-Urging students to participate in academic and extra-curricular activities.

12-Allocate office hours to meet the students in his/her office to discuss the problems they face during studying.

Academic Advising Privacy Policy

Due to the nature of academic advising work and the fact that it contains specific information to several groups of students, the privacy of this information and the non-disclosure of students' secrets is something that comes in the priority list of counseling practitioners, and no party other than the parties concerned with the issue of the counseling case can view any information related to this regard.

Used Academic Advising Programs

There are several academic advising programs offered by Shaqra University that are directly related to the target groups, and they are as follows:

1-First Year Student Programs

These programs are concerned with introducing students to university life, including conducting introductory meetings about the university, its services, faculties, departments, supporting deanships, and the various bodies within it that work to make the first-year student's experience a different one and contribute to increasing his/her academic achievement and raising the efficiency of his/her academic performance.

2-Outstanding Student Programs

Brilliant student/she he is: The one who has high achievement capabilities that enable him/her to achieve a high rate not less than excellence in his field of study.

✓The department selects the top five students in each program according to the average and honors them with financial prizes and certificates of excellence.

✓The responsibility for determining the names of outstanding students in the various programs lies with the Deanship of Admission and Registration and the Deanship of the College.

✓The value of the material prizes is determined in coordination between the head of the Academic Advising Unit, the Dean of the College and the Student Activities Officer.

✓ In addition to the excellence award given to the student by the Deanship of Student Affairs, the outstanding student who obtains a high excellent grade during two consecutive semesters is granted a monetary or financial award.

✓The outstanding student is given a congratulatory document in the name of the Dean of the College, which is delivered to him/her in an honoring ceremony, whose guardian is invited to attend.

✓The names of the outstanding students are announced on a college honor board that contains the names and photos of the first outstanding students.

✓The personal photos of the brilliant students in the study programs are published in the University's Echo Magazine and on the college website.

√ A ceremony is held in the first or second week of each semester to honor outstanding students in each study program and award them with certificates of appreciation and monetary or material prizes.

√ Priority is given to the top five outstanding students in attending the training programs held by the Deanship of Development and Quality and the Deanship of Student Affairs, which are related to developing the skills of university students.

√ An invitation is sent to the top five students in each study program to attend lectures and scientific seminars.

√ Inviting outstanding students to attend training courses and attend some conferences and forums that suit their interests.

√ In addition to the above, the Academic Guidance Unit works to enhance the student's excellence by providing moral support to him/her and involving him/her in programs to improve the performance of defaulters and presenting certificates of honor that increase his/her self-confidence and encourage the activation of his/her role as an outstanding student in the college and make him/her feel a sense of responsibility towards his/her colleagues.

3-Gifted Students Programs

A gifted or creative student is a student who has superior mental abilities or outstanding performance that exceeds his/her peers in one of the activities or fields supported by the college or university. The faculty member, the academic advisor, does the following with regard to supporting this type of talented and creative students:

√ The student activity officer at the beginning of each semester prepares a semester program for various extra-curricular activities, including cultural, sports and social activity that will be held during the semester.

√Each academic advisor encourages students to participate in the college's activities and encourages them to highlight their talents.

√The Student Activities Officer discovers talented and creative people in various aspects and submits their names to the Director of the Academic Guidance Unit.

√The Academic Advising Unit encourages talented and creative people to participate in courses to develop their mental, creative and innovative abilities.

√The Student Activities Officer, in coordination with the Director of the Academic Guidance Unit of the College and the Deanship of the College, determines the value and type of awards granted to talented and creative students.

√The Academic Guidance Unit supervises the honoring of talented and creative students in a semester ceremony in the college.

√Announcing the names of creative students on the creativity board, in the university newspaper, and on the college website.

4-Defaulting Students Programs

The failing student includes: the student who was unable to achieve the completion rate for one or more courses, the student who failed more than once in one academic level, and the student who transferred from more than one program. Accordingly, the following actions are taken in this regard:

√The academic advisor is responsible for identifying defaulting students, who is a faculty member responsible for the academic advisory operations for students.

- √ Each academic advisor prepares a report on the cases of academic stumbling in his/her group that he/she is guiding, and determines the reasons for the stumbling.
- √ Studying the academic stumbling reports by the academic advising coordinators in the programs and the Director of the Counseling Unit at the college, and determining the needs of academic stumbling students.
- √ The head of the Academic Guidance Unit at the college coordinates with the Deanship of the College to identify and hold appropriate courses to address the causes of academic stumbling, especially in developing the self-abilities of defaulting students.
- √ Informing the program of the need to hold reinforcement courses in the courses in which there is a lot of academic stumbling, at the end of the semester, at the rate of two lectures for each course presented by the subject professor.
- √ Each academic advisor, upon the announcement of the exam results, follows up on the improvement in the level of achievement for these students and submits a report on this to the Guidance Unit.
- √ Honoring the students who overcame their academic stumbling.

5-Programs for students with special needs and conditions

They are instructive programs that take care of all issues and problems of university students with special needs, foremost among which are the issues of helping them adapt to the different university environment and developing their abilities to communicate and deal with different categories of university employees and other students in order to secure a safe life from inconveniences and full of human security in the light of goodness and giving which is provided by the rational government to institutions of higher education:

Electronic Academic Advising (Electronic Communication with Academic Advising Cases)

Through this service, effective direct communication between the student and the academic advisor is carried out, and an appointment is scheduled with the cases of academic advising. Also, through this service, the cases of various academic advising requests are followed up and all the details related to students are known. How the students benefit from this service it was explained in the university student guide and in the service guide for [communicating with the academic advisor](#) under the student's electronic services icon at the Deanship of Admission and Registration on the university's website.

