



Kingdom of Saudi Arabia
Ministry of Higher Education
Shaqra University
Applied Medical Sciences in Quwayiyah

Academic Advising Guide

M	Table of Content	page
1	Introduction	3
2	Vision, Mission and Objectives of the Unit	4
3	Unit Policies and Mechanism of Action	4
4	Unit Objectives	5
5	Mechanism for implementing the objectives of the unit	6
6	Terms of reference of the unit supervisor	7
7	Academic Advising Skills Page	10
8	Duties of the Academic Advisor	12
9	Mentorship Programs Page	17
10	Defaulters Program for Students	19
11	Distinguished and talented students program	21
12	Appendices page	25
13	Academic Advising Forms Page	26
14	Unified forms of the Academic Advising Unit at the University Agency for Educational Affairs	32



Introduction

The world is now witnessing a number of changes and challenges that have made it difficult to rely on traditional methods to make reform and development programs successful. In light of the conditions of competitiveness and fusion in the so-called globalization and the dominance of the concepts of improving life in all its framework, countries and institutions have expanded to obtain accreditation as one of the modern formulas to ensure continuity and survival, interest in education and educational institutions becomes an important tributary of the arrivals that lead to progress and slavery .

From here comes the importance of academic accreditation for universities, in which academic guidance is a fundamental pillar in the success of strategic plans for education at the public level and in activating activities within university educational institutions at the private level, as academic guidance aims to help Students face the problems of study, achievement and academic progress and acquire skills that help them understand and manage life situations and pressures and change their lives for the better. Academic guidance in this context aims to provide distinguished student care, including the aim of finding an integrated student who is personal and compatible in terms of psychological, social, academic, cultural, intellectual, religious, mental and companionship as the student is the focus of the educational process and directs all activities in order to advance, adapt and create. Academic advising is an essential and pivotal pillar of the educational system and is one of the important services that positively affect the student's academic and professional growth. The value of academic guidance and its importance has become

a tangible reality in university education, as it positively affects students' success, continuity and perseverance in academic achievement, and develops their academic skills, career decisions and ambitions. Academic advising is an integral part of the learning and teaching process at Shaqra University, as academic advising embodies the concept of a cooperative and continuous relationship between the student and the academic advisor. The aim of this relationship is to help and provide students with ongoing support and participation in determining their academic, professional and personal path, and to help them. They will be able to successfully complete their university studies, and have a unique positive academic experience that contributes to the development of their educational goals and provides added values that take into account the interests of students and their families.

▶ **Vision**

Achieving excellence and upgrading in the academic advising services provided by Shaqra University to students in light of international quality standards.

▶ **Mission**

Academic advising is a professional service that aims to identify problems that hinder students' ability to achieve education, interact with the requirements of life, and encourage them to exert more effort in solving academic and personal problems.

Unit Policies:

- ✚ **Guiding students to the study plan.**
- ✚ **Treatment of the student's inappropriate academic level.**
- ✚ **Addressing the student's life problems that may affect academic life.**
- ✚ **Introducing the values and identity of the college**

How the unit works:

- ✚ **Holding a meeting at the beginning of the academic year to discuss the plan and the distribution of tasks and work, each according to his specialization and also in each semester.**
- ✚ **The academic advisor meets with his students three times each semester (at the beginning of the semester, in the middle of the semester, and at the end of the semester) and can meet more with the student if he requests it or if the student's situation requires it (stumbling, for example).**
- ✚ **Each advisor submits reports and statistics about his students to the supervisor and supervisor of the Academic Advising Unit.**
- ✚ **Defaulting and semi-defaulting students or those who have special social or psychological conditions are discussed and followed up by the counselors and the unit supervisor throughout the semester and submitted to the Vice Dean for Educational Affairs.**
- ✚ **A final report with statistics shall be submitted at the end of each semester to the Vice Dean for Educational Affairs and to the Academic Advising Center at the university.**

Atop scorer of the unit

- 1- Directing new students, introducing them to the college and its scientific departments, and preparing them to study in it.
- 2- Providing students with all information that helps them regarding the rules and conditions of university registration.
- 3- Provide information about any training program or job opportunity that the student wishes to join .
- 4- Addressing some cases of dropout among students (between scientific departments) or (dropping out of the college) and identifying its most important causes and trying to find solutions to reduce it.
- 5- Caring for outstanding and talented students, paying attention to them, and enhancing their abilities.
- 6 - Help and provide specialized social and psychological counseling.

7- Paying attention to people with low academic achievement and following them up. Or reduce academic stumbling (Defaulters Program)

8- Creating the appropriate conditions to achieve the proper growth of male and female students, building positive social relations for the student with his colleagues, faculty members and university employees, and building successful responses in facing the academic problems that he encounters in different situations throughout the period of study at the university.

9- Preparing new students to know university life through guidance and guidance programs to introduce the college, its deanship and its supporting departments, and how the student can obtain its services in cooperation and coordination with the specialized administration of the college, as well as introducing students to the variables they may face in their university life and how to deal with them through the unit's programs presented in introductory paragraphs, an introductory week, and specialized courses held for that purpose.

10 - Educate students about academic difficulties and study skills, how to prepare study plans and time management schedule, and provide them with skills that raise their academic achievement and achieve personal compatibility.

12- Helping students to choose the appropriate specialization according to their scientific capabilities and interests and the needs of the labor market.

13- Spreading awareness of academic regulations among students.

14- Helping faculty members to understand and meet the needs of students through awareness programs and consultations.

Mechanism for implementing the objectives of the unit:

- ✚ Early registration of college students for each semester in order to reduce pressure on the Admission and Registration Unit and give a greater opportunity to choose and scrutinize the offered courses and form an actual indicator of the number of students in each course.**

- ✚ **Programming the registration system** In the event that the student's cumulative GPA is low and placed under academic probation, he will be unable to register more than 12 hours in the semester.
- ✚ **Opening a direct online window between the advisor and the academic status of his mentored students so that he follows up on their academic conditions and includes following up on the following aspects:**
 - **Course Schedule**
 - **Transcript**
 - **Student's academic status**
 - **Study Plans**
 - **Academic Record**
 - **Academic calendar (to remind the advisor and student at all times)**
 - **University Regulations and Regulations**
- ✚ **Continuous announcements for students in all college buildings to remind them of periods (registration, addition, deletion of grades, transfer, apology, postponement etc.)**
- ✚ **Organizing and implementing various programs, competitions and competitions that contribute to encouraging students to strive to raise their rates and performance levels, or allocating incentive prizes for distinguished students in the departments of the college.**
- ✚ **Holding workshops and guidance programs that address many topics of interest to students and aim to educate them and provide them with information that contributes to preventing them from falling into difficulties and obstacles.**
- ✚ **Raising awareness among students of the importance of unity and its role in helping students to proceed in their university studies well, and encouraging them to resort to it to help solve the difficulties they encounter.**
- ✚ **Providing advisory and training services to students on an ongoing basis aimed at educating these groups about the academic difficulties and study skills that they may face, and providing them with skills that raise their academic achievement and achieve their personal compatibility.**
- ✚ **Preparing brochures and guidance publications such as posters, brochures and academic guidance bulletins for all employees of the**

college, including students and professors, and includes providing the following:

- **Early Registration Tunes**
 - **University Regulations and Regulations Booklet**
 - **Academic Calendar**
 - **Introducing the Academic Advising Unit**
 - **Handbook for Academic Advisors**
 - **Guidelines and instructions for new students**
- ✚ **Coordination with the Deanship of Admission and Registration regarding students' academic data, registration matters, shares, and others for students with special academic circumstances that require assistance, within the framework of what is permitted by the university's study rules and regulations.**

Specializations of the Unit Supervisor:

The supervisor of the counseling unit for the two parts is appointed for a period of two years - renewable - who have experience and administrative competence from among the faculty members by a decision of His Excellency the Dean of the College, and the tasks of the supervisor of the guidance unit are as follows:

- ✚ **Inviting the members of the unit to convene and manage its sessions.**
- ✚ **Supervising the progress of work in the unit, managing its affairs, and implementing the policies, plans and programs set by the Vice Dean for Educational Affairs in order to achieve efficient performance.**
- ✚ **Representing the unit in all departments, bodies and institutions inside and outside the university.**
- ✚ **Approving periodic and annual reports on the performance of the unit in light of the plans and objectives set and presenting them to the college administration.**

- ✚ Receiving new students and welcoming them on the first day of school and introducing them to the university and college system and their rights and duties.**
- ✚ General supervision of academic advisors in the departments and follow-up of cases submitted to him.**
- ✚ Holding workshops and guidance programs that address many topics of interest to students and aim to develop the performance of the unit.**
- ✚ Preparing brochures and guidance publications such as posters, brochures and academic guidance bulletins for all college employees, including students and professors.**
- ✚ Raising awareness among students of the importance of unity and its role in helping the student to proceed in his university studies well, and encouraging them to resort to it to help solve any difficulties they encounter.**
- ✚ Coordinate with the Student Affairs Unit to cooperate regarding student data, or any other relevant service.**
- ✚ Coordinate with the Deanship of Admission and Registration regarding students' academic data, registration matters, shares, and others.**

Submit the report of the supervisor of the Academic Advising Unit to the Vice Dean for Educational Affairs and to the University Advising Center

Academic Guidance Skills

A successful mentor is able to communicate effectively with his students, can identify their needs, is good at listening to them, understands and cares about them, does not attack or ridicule them, but works with them and involves them in planning their studies, invests their experiences and trusts their abilities. Then he will be able to take their hands and address the obstacles that stand in their way during their studies, and from here we can identify some of the skills that should be available to the academic advisor in order to contribute to achieving the goals set for him.

Driving skill

By this skill, we mean forming a positive relationship with students to influence them and help them move towards achieving the set goals.

Empathy skill

This skill means that students share their feelings and emotions to understand them and form a good relationship with them that helps them accept guidance, advice and guidance.

Planning skill

By this skill, we mean the ability of the academic advisor to set goals and turn them into achievable actions, for example, helping the student choose the appropriate specialization to achieve distant goals related to his academic and career future, or helping him prepare a plan to raise his cumulative grade.

Organization skill

It is the ability of the academic advisor to organize and arrange the work of advising in a way that achieves the maximum benefit from it, and this applies to organizing student files, for example.

Listening skill

It is important for the academic advisor to be a good listener to his students, to know their opinions, ideas, suggestions, and problems they face, which enhances their self-confidence and strengthens the relationship between the advisor and them and thus enables him to extend a helping hand to them.

The skill of making decisions and solving problems, and this skill is needed by the academic advisor when listening to the views of students and their dialogue to identify the problems they face, so they learn from him how to identify the problem and develop proposals to solve it and then help them to make the right decisions necessary to solve the problem.

Group Counseling Skill

This skill is concerned with dealing with a group of students who share an issue such as ignorance of the system, academic delay, and absence. We want to deal with this collectively to shorten time and achieve other goals, including involving students in solving their problems, reaching results, and making the right and appropriate decisions, and the way to do this is to collect them and divide them into groups so that they identify the problem and dialogue about its causes and consequences, then develop solutions to deal with it and take appropriate decisions to treat it.

Time management and investment skill

It is an important skill that includes scheduling and coordinating work, determining the time plan for the mentor's work, which includes registration dates, scheduling and organizing office hours during which students can meet with the mentor.

Duties of the Academic Advisor

The academic advisor means the faculty member in charge of guiding a certain number of students in everything related to their academic, social and health affairs from joining the college until their graduation. The tasks of the supervisor of the guidance unit are as follows:

Duties of the Academic Advisor:

- ✚ Setting a schedule for counseling meetings , **whether individual, with clarification of the office hours of the advisor, through which the student can know the appropriate dates to meet the mentor**

- ✚ Preparing the student's academic advising file:
Each advisor must prepare a file for each of his students and record the student's name, division, university number and university email, and provide the academic advisor with the necessary papers continuously. The most important contents of the file are:
 - A copy of the student's personal data.
 - A copy of the student's registration schedule for the semester.
 - A copy of the student's study plan.
 - A copy of the student's academic record.
 - A transcript to follow up the student's academic progress (semester average and periodic test scores).
 - A copy of the student's course dropping and adding sheets.
 - A copy of any decision taken against the student.
 - A copy of the papers of any academic process carried out by the student advisor, such as withdrawing from a course, apologizing for a semester or postponing, equivalency of courses
 - A copy of an individual indicative meeting template for each meeting
 - A copy of academic warnings, if any
 - A copy of the warning not to repeat the absence, if any
 - Counting defaulting and outstanding students

- ✚ Supervising and approving the final student registration schedule
 - **The advisor receives the final registration schedule from the registration admission website.**
 - **Ensure that the student registers for the required number of hours according to his cumulative average.**

- **They are required to obtain the signatures of faculty members for registration courses .**
 - **Addresses enrollment issues by putting alternatives for the student.**
 - **Make sure to fill in all the table data .**
 - **The schedule is approved for the student after the end of registration and a copy of it is kept.**
- ✚ Supervising the process of deletion, addition and withdrawal from a course:
- **The advisor discusses the reasons for deletion, identifies its justifications, and advises the student on what is most beneficial to him.**
 - **The student is directed to replace the deleted course by adding another course.**
 - **Ensure the regularity of the number of student hours after deletion and addition.**
 - **The student is informed of the need to approve the deletion and addition of the professors of those courses.**
 - **Ensure that all the data of the deletion and addition form are completed.**
 - **Approves the form and sends it to the Educational Affairs.**
 - **Keep a copy of the deletion and addition form.**
- ✚ Guiding and directing the student who is late in school:
- **The advisor sets up a mechanism to contact his students when needed.**
 - **The student delivers warnings of absence or academic delay in coordination with the Counseling Unit at the college.**
 - **Prepare a list of students who are late in school.**
 - **Schedules a meeting with these students.**
 - **It leads them to the conviction of the impact of their academic delay on their future.**
 - **Participates with them in developing a plan to address this in coordination with the college administration.**
- ✚ Sponsoring outstanding students :
- **Prepares a list of outstanding students.**
 - **Coordinates with the Guidance Unit to honor them.**
 - **Prepare their own study plans.**
 - **Coordinates with the college administration to meet their needs and graduation requirements**
- ✚ Explanation of course grades and cumulative grades:

The academic advisor must know what are the minimum and maximum grades (weak - very weak - acceptable - good - very good - excellent) as well as how to calculate the cumulative grade for the four years, it is also necessary for the academic advisor to introduce students to divide the grades of subjects (practical - oral - year work - final theory).

✚ Communication and coordination with the social, psychological or medical worker:

- **The academic advisor should know that psychological counseling is an important part of student counseling.**
- **Keep in mind that student guidance, care and guidance is a collective responsibility.**
- **He explains to the student that meeting the psychosocial counselor does not mean that he is mentally or mentally ill, and reassures him regarding the privacy and confidentiality of the subject.**
- **It provides the psychosocial counselor with brief information about the student's condition.**
- **Maintain the maximum degree of confidentiality in the organization of counseling sessions**

Tasks required for successful mentoring:

Problem Solving:

The academic advisor can help students face difficulties related to their specializations by identifying the causes of the problem and proposing appropriate solutions, including:

- A. Course Management:** Which part of the course requires the most attention? How to spend course time? Do they organize the review of their lessons?
- B. Time Management:** Are students aware of the time required by the study? Are they wasting their time? What are their priorities? How do they distribute the corresponding times for their courses?
- C. Relationship between faculty and students:** Do students face difficulties from the subject or the teacher?

d. Study skills and habits: do they study, how and when? and where? with suggestions to improve their study.

e. Exam skills: Do students suffer from exam anxiety? How do they deal with that? Do they have the basic skills to prepare and take exams?

Non-academic problems that hinder student performance:

- **Guidance:** The counselor must help the student analyze his situation and guide him on the appropriate steps that he must follow in facing his problems before his studies are significantly affected by them, and in some cases the student fails to adapt and becomes mired in psychological, social or physical challenges, and here they must be directed to the second level of counseling, which is specialized psychological, social and medical counseling.
- **Encouragement:** A few words of encouragement do their job in improving the student's level and facing his problems, as they may lead to frustration or hinder his academic performance.
- **Decisions related to the job:** The advisor should participate with the student in thinking about the career opportunities available to college graduates in coordination with the relevant authorities, as well as in encouraging outstanding students to complete their graduate studies

The student's role in the academic advising process:

1. Getting to know their academic advisor.
2. The student must commit to attending periodic meetings with his advisor.
3. The student must ask questions and inquiries that revolve in his mind regarding his study plan or regarding his academic matters to inform and guide him.
4. The student must go to his academic advisor when he encounters any problem that hinders his educational career.
5. The student must provide his academic advisor with his academic record and warnings sent to him, or any notice taken against him, including quarterly notices.
6. The student must provide his advisor with his phone contact numbers, as well as his e-mail to facilitate access and inform him about any academic matters.

7. The student must know that his advisor is his academic reference that organizes his academic and university life in general, and that he has a prominent and vital role in guiding and guiding him

8. The student must know the important dates and deadlines (academic calendar) from the dates of registration and withdrawal Courses, postponement, apology, tests, lecture dates, and other important dates

9. The student must know that he is the first and last responsible for his academic progress or faltering, as academic advising is to provide assistance, assistance and advice, and to overcome obstacles and difficulties that may face

10. The student must follow the instructions of his academic advisor and work with them and not violate them.

11. Knowing the office hours of his academic advisor, as well as the means of communicating with him, whether via e-mail or mobile phone

Student Administration

The role of the Student Administration is to register the student's courses according to the signature of the academic advisor on the registration forms. And follow up the student's academic record, as well as the two departments apply the university rules and regulations of the university and college according to the student's specialization.

Mentorship Programs

The mentorship programs are divided into three sections:

Early academic advising in the registration period to enter the university (introductory week): It takes place in the form of Yu Mia meetings with students applying for registration, where they are introduced to the objectives and mission of the university, the educational units at the university, its scientific departments, admission requirements and controls, the areas of work of graduates in the university departments, and the aspects of care and service provided by the university to its students. They are also enlightened and guided to choose the appropriate specializations that suit their abilities and potentials and provide them with a student guide and guidance bulletins.

Academic advising during the university study period: It includes organizing programs to sponsor new, outstanding and defaulting students, scholarship students and other students, under the supervision of a guidance committee headed by the coordinator of the Academic Advising Unit and representing in its membership all scientific departments, the academic advisor, student affairs and the activity department.

Counseling missions at the undergraduate level are divided into several programs, the most important of which are:

- Programs directed to new students: to introduce the main system of study and tests, achieve the necessary adaptation to university study, and familiarize them with their rights and duties.
- Counseling programs for struggling students: to help them overcome their stumbles and achieve the desired success, and to help them overcome the obstacles and problems they face.

- Mentorship programs for outstanding students: to help them continue to excel and enrich it, to encourage them and motivate other students.
- Counseling programs for students who are late in school: to guide them to what achieves their continuation of study, and to help them overcome any obstacles or problems they may encounter.
- Counseling programs organized for all students: to help them improve their academic and achievement level.

Academic advising in educational units: Academic advising in educational units helps students to know the study system stipulated in the study and tests regulations for the undergraduate level and the executive rules issued by the university regarding this regulation, in addition to helping students overcome any problems or obstacles they may encounter that affect study and achievement.

Defaulters Program for Laptop

The program is based on providing distinguished educational care to this category of students in order to help them

He overcame his academic, psychological and social problems.

Program Objectives

- **Improving** the academic achievement process
- Preparing a treatment plan for each student / student according to the reasons for his failure

Target Groups :

- A student / student who failed more than once in one band.
- Student / student about from more than one department.
- Student/ student with a poor GPA (less than 2.5 out of 5)

Responsible and Contributing Parties:

- Vice Dean for Academic Affairs
- Academic Advisor of the College
- Head of Department (Nursing - Laboratories) **Mechanism**

for dealing with troubled children: -

- Making an inventory of these students through the advisors and advisors in the study teams .- The academic advisor in the department in preparing a report on each case, and in the light of this report, the treatment is where it differs

Reasons for stumbling from one case to another .

- Holding remedial groups in the courses, at the end of the semester, with two lectures for each course

(Review) For these students only provided by the professor of the subject or one of the members of the assisting body in coordination with the head of the department and the academic staff of the study group.

- Review the lectures by the faculty member using easy and simplified methods of presentation.-

Peer Learning application by using the superior bat to explain the courses to the defaulters.

- The academic advisor of the department submits a report to the academic advisor in the college on the level of achievement of these students .

Immediately after the announcement of the results of the first and second semesters to follow up on the improvement and effectiveness of the mechanism and submit a final report by

The academic advisor of the college to the doctor and the vice dean of the college and send a copy of the report to the official of the quality unit in the college

Successful and Talented Students Program

Program Vision

Leadership, innovation and excellence in the field of caring for outstanding and talented students in the Saudi society

To contribute to the transformation towards a knowledge society and economies .

Program Mission

Providing exceptional care and care for outstanding and talented students at Shaqra University in all classes, Academy and all areas of talent available through the provision of quality, enrichment and support programs that support their excellence, Academic and talented fields have at the scientific and practical level.

Program Values

Creativity , excellence and innovation

Constructive interaction

Communication and constant communication

Transparency

Common Interests

Working in the spirit of the team

Program Objectives

1. Contribute to the preparation of outstanding and talented university students to be the nucleus of scientific competencies and leadership And the multiple and distinct fields of talent at the university and community levels
2. Developing and highlighting the capabilities and skills of outstanding and talented university students to contribute to development efforts and development at the university and community level
3. Developing the thinking horizons of outstanding and talented students, and increasing their abilities to adapt to the requirements of development
Contemporary

4. Enable outstanding and talented university students to make the most of internal programs and partnerships. And external to the university and related to the educational, academic and research dimensions as well as related to talent Creativity and innovation
5. Spreading and consolidating the culture of excellence and talent at the university to spread the spirit of positive competitiveness among students in all University Faculties

Services provided by the program

The program generally offers a range of input and advanced enrichment programs for the purposes of caring for university students.

Outstanding and talented students on the stages of study that the student goes through, and ending with honoring outstanding students

and talented. More specifically, the program provides the following services and events:

1. Organizing field visits and joint cooperative relations between outstanding and talented students and a group

A wide range of companies and institutions in the public and private sectors related to excellence and talent.

2. Linking outstanding students with distinguished faculty members or researchers, as well as linking talented students

Authorities concerned with talent development and development internally and externally.

3. Organizing programs for visits of outstanding and talented students to prestigious international bodies.

4. Providing practical training scholarships locally and abroad for outstanding and talented students

5. Organizing forums, seminars and workshops related to excellence, talent and creativity
6. Participation in international conferences and events related to the care of outstanding and talented students
7. Organizing an annual forum under the slogan "Caring for Outstanding and Talented Students"
8. Holding an annual exhibition of the works and productions of outstanding and talented students
9. Organizing the "Award for Distinguished and Talented Students" project
10. Issuing a periodic bulletin for the program
11. Organizing creative competitions and preparing promotional and educational brochures for nurturing excellence and talent among students.

Program Outcomes:

1. A generation of distinguished and superior competencies in the fields of science, knowledge, talent and creativity capable of contributing Active in the knowledge society and its development.
2. Workers and productions in the fields of knowledge, science and talent for outstanding and talented students at the university.
3. Enrichment programs specialized in nurturing excellence, talent and creativity.
4. Bulletins and brochures related to nurturing excellence and talent at the university.

Incentives offered to students of the program:

The program offers a set of incentives to its students, as follows:

1. The program recommends that they be appointed as male and female demonstrators according to the need and the controls of appointment
2. Obtaining a certified certificate from the program documenting their excellence from the academic and applied point of view or in

Multiple fields of talent and directed according to the goal of the student (completion of higher studies, or enrollment

in the labor market, participation in talent and creativity programs and others).

3. Financial support for their research projects at the bachelor's level and programs specialized in talent development

They have.

4. Document their activities in the skill register and their record in the program

5. Students of the program in the Outstanding Students track obtain the outstanding student card

Dedicated to students of the program in the qualitative dimension), so that this card includes a set of benefits)

Which students can benefit from (discounts in the services of photography centers at the university, increasing the number of

Books borrowed from the university library, recreational trips, discounts from sales centers and others).

Coordinator of the Guidance Unit

Dr/ Nehal Abdul azim Yousef

nehal abd elazim

Supplements

**Models of Academic Guidance at the
College of Applied Medical Sciences in
Quwayiyah**



Faculty of Applied Medical Sciences
Academic *advising* Unit

كلية العلوم الطبية والتطبيقية
وحدة التوجيه الإرشاد الأكاديمي

Pledge

I, the student, undertake: _____

University ID: _____

Department: Nursing at level : _____

That he abide by the uniform (scrub) and its color is light blue and that it should be wide with wearing the white coat during practical lectures only, and whoever violates this shall be referred to the disciplinary committee of the college and he shall bear full responsibility.

I promise it

The name _____

:

Signature: _____



Faculty of Applied Medical Sciences
Academic *advising* Unit

كلية العلوم الطبية والتطبيقية
وحدة التوجيه الإرشاد الأكاديمي

Pledge

I, the student, undertake: _____

University ID: _____

Department: Laboratory at level : _____

That he abide by the uniform (scrub) and its color is blue and that it should be wide with wearing the white coat during practical lectures only, and whoever violates this shall be referred to the disciplinary committee of the college and he shall bear full responsibility.

I promise it

The name : _____

Signature: _____



Faculty of Applied Medical Sciences
Academic advising Unit

كلية العلوم الطبية والتطبيقية
وحدة التوجيه الإرشاد الأكاديمي

Endorsement

I am the student: _____ University number: _____

Department: _____ Level: _____

I am aware of and comply with all of the following terms:

First: Absences will be entered on the electronic portal starting from the first week of the semester for the academic year 14-14 AH, starting from Sunday corresponding to AH. In the event of an absence for a period of four weeks from the beginning of the study, the student shall be considered suspended from the study and her registration shall be folded from the university

Second: In the event of the student's absence in the semester exams, the student must submit an acceptable excuse to the Excuses Committee in the college (an excuse from my health platform and the excuse is not accepted from a dispensary or a private hospital), and all semester exams will be returned at a specific date before the final exams, and any exams will not be repeated. Test out of scheduled dates after excuses are accepted

Third: In the event of absence due to a compelling excuse from the final exam, no sick leave will be received except through the health platform, provided that the medical report is sealed and issued by a government hospital only. Reports issued by private hospitals will not be considered permanently, and the excuse is provided before the end of the last day of the exam. Student exams

Compulsive excuses:

a. Cases of death of first-degree relatives (fathers, mothers, grandfathers, grandmothers and grandmothers) and second-degree (children, and their children, even if they descend) and third-degree (brothers, full-sisters, father or mother, their children and children's children) for a period of five days from the date of death

B. Accidents and severe illness that require hospitalization

c. Birth and the like

Headquarters including

The name : _____

Signature : _____

Semester: _____

نموذج الحذف والإضافة

الإسم: الرقم الجامعي: السجل المدني:
التخصص: المستوى: رقم الجوال:

رقم الشعبة	اسم المقرر	عدد الساعات	رمز المقرر	نوع العملية
				إضافة <input type="checkbox"/>
				حذف <input type="checkbox"/>

أسباب الحذف والإضافة: لم يسجل ساعات مندر أقل من الحد الأدنى فوق الحد الأعلى
 أستاذ المتطلب السابق لطلاب التخرج متوقع تخرجه أخرى:

توقيع الطالب:

• ملاحظة هامة:

- لا يجوز حذف مقررات من المستوى الأدنى .
- لا يجوز إضافة مقررات خارج خمس مستويات إلا للضرورة.
- الحد المسموح بتسجيله من الساعات حسب المعدل أثناءه .

ساعة ٢٠=٥	ساعة ١٩=٤,٥	ساعة ١٨=٤	ساعة ١٧=٣,٥	ساعة ١٦=٣	ساعة ١٥=٢,٥	ساعة ١٤=٢
-----------	-------------	-----------	-------------	-----------	-------------	-----------

التاريخ: / / ١٤ هـ	التوقيع:	المرشد الأكاديمي:
التاريخ: / / ١٤ هـ	التوقيع:	رئيس القسم:

تم التنفيذ لم يتم التنفيذ:

إسم المسجل: التوقيع: التاريخ: / / ١٤ هـ

شقراء - هاتف : ٠١١٦٤٧٥٢٢١ - ايميل : dar@su.edu.sa - أو فرع العساة (الدوامي - القويعة - عتيق - حريملاء)



المملكة العربية السعودية
وزارة التعليم العالي
كلية العلوم الطبية التطبيقية بالقيعية - طالبات
وكالة الشؤون الأكاديمية
وحدة التوجيه الإرشاد

الخطة الدراسية المقترحة للفصل الدراسي _____ للعام الجامعي _____

اسم الطالبة	المقررات المسجلة	المقررات المقترحة	المقررات المتبقية	توقيع المرشدة الأكاديمية

**Unified forms of the Academic Advising Unit at the University Vice
Presidency for Educational Affairs
Student File (Academic Advising)**

Kingdom of Saudi Arabia
Ministry of education
Shaqra University
University Agency for Educational Affairs
Academic Advising Unit



المملكة العربية السعودية
وزارة التعليم
جامعة شقراء
وكالة الجامعة للشؤون التعليمية
وحدة الإرشاد الأكاديمي

General Data Form

No.	Record contents
1	Notification of Student Admission.
2	General information about the student.
3	Student Plan.
4	A copy of the table (the latest version is updated and the guide is provided in the table whenever an update occurs).
5	Copy of any academic movement carried out by the student (Apology for a semester or a course or decision, postponement, deletion, addition).
6	A copy of the academic record after the end of each semester.
7	Proof of transfer from one department to another on transfer. Copy of the academic record of the mobile section.
8	Any other papers related to advising and models.

Model 1



**Student file
(Academic Advising)**

Student Name:

University ID:.....

Section:.....

Level:.....

Name of the Academic Advisor :.....

Signature:



Model 2

1-Student card

Student Name			
Section		Level	
University ID		E-mail	
Mobile Number		Home number	
Year of university enrollment			

Name of father			
Relationship with the student			
Father number		Number of student	

The student's health status			
<input type="checkbox"/> Problem in vision	<input type="checkbox"/> Asthma problem	<input type="checkbox"/> Heart problem	<input type="checkbox"/> No problems
<input type="checkbox"/> blood pressure	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Difficulty in speech	<input type="checkbox"/> Hearing problem
			<input type="checkbox"/> Anemia
			<input type="checkbox"/> Other

Disease	Is there a chronic disease that needs special attention
How to deal with the disease	
First aid is appropriate	

Academic advisor	
Signature	

1-Follow the Guidance card

Emotional social data

Items	Always	very	Rarely
Integration with the community easily			
Ability to control emotions			
Self confidence			
Respect the system			
Take responsibility			
Accept criticism and correct errors			
Cooperation with others			
The tendency to fun			
Take care of the exterior			
Perseverance in work performance			
The initiator to express an opinion boldly			
College affiliation			
Sharing with others is emotional			
Cooperation with others			
The tendency to revolt			
The tendency to control and love the appearance			
Suffering from fear			
Preference to sit apart from others			

Student Activities

Arts (Painting)	
Computer	
Reading	
Sports	
Other activities	

2- Care Form for Student Struggling in study

Personal data of the student			
student name:	Section:	Level:	Phone Number:
Student Address:	Place and Date of Birth:		
Name of the student's guardian:	relative relation:		

Social information about the student					
Number of family members:					
Order of the student between brothers and sisters					
Is the parent alive:					
Is the mother alive?					
Father's educational level:	Illiteracy <input type="radio"/>	primary <input type="radio"/>	preparatory <input type="radio"/>	secondary <input type="radio"/>	University <input type="radio"/> And more
Mother's educational level:	Illiteracy <input type="radio"/>	primary <input type="radio"/>	preparatory <input type="radio"/>	secondary <input type="radio"/>	University <input type="radio"/> And more
With whom the student lives:					
Economic situation:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>		
Health status:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>		
Psychological stability:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>		
Student Appearance:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>		
Student Interests:					

Date	Advising service provided	Level of student during the academic year 14H - 14H			Subjects
		Regression	Stability	Improved	
	Time is organized out of college				
	Follow up in attendance				
	Follow-up was done in the study				
	A schedule has been provided for time management				
	The importance of the study was encouraged				
	Help to modify family treatment				
	Other things				

Notes of Academic Advisor

3-Care Form for Student outstanding in study

Personal data of the student					
student Name:	Section:	Level:	Phone Number:		
Student Address:	Place and Date of Birth:				
Name of the student's guardian:			relative relation:		
Social information about the student					
Number of family members:					
Student arrangement between brothers and sisters:					
Is the parent alive:					
Is the mother alive?					
Father's educational level:	illiteracy <input type="radio"/>	primary <input type="radio"/>	preparatory <input type="radio"/>	secondary <input type="radio"/>	<input type="radio"/> University And more
Mother's educational level:	illiteracy <input type="radio"/>	primary <input type="radio"/>	preparatory <input type="radio"/>	secondary <input type="radio"/>	<input type="radio"/> University And more
Economic situation:	Low <input type="radio"/>	Moderate <input type="radio"/>	Good <input type="radio"/>	Excellent <input type="radio"/>	

Health status:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>
Psychological stability:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>
Student Appearance:	Excellent <input type="radio"/>	Good <input type="radio"/>	Bad <input type="radio"/>
Health status:			

Date	Advising service provided	Level of student during the academic year 14H - 14H			
		Regression	Stability	Improved	Subjects
	Praise the students				
	Supply of scientific materials				
	Scientific follow-up and discussion				
	To mandate the development of advanced research in the curriculum				
	He was honored at the ceremony and awarded a certificate of excellence				
	Encourage students to help				
	Other things				

Notes of Academic Advisor

Registration card for courses

Student Name:				University ID:			Semester:		
Specialty:				Level:			Cumulative average:		
No.	Course Name	Course No	Credit Hours	Lecture Time					
				Sunday	Monday	Tuesday	Wednesday	Thursday	

Student Name: **Student Signature :**.....

Advisor Name: **Advisor Signature:**

Kingdom of Saudi Arabia
Ministry of education
Shaqua University
University Agency for Educational Affairs
Academic Advising Unit



المملكة العربية السعودية
وزارة التعليم
جامعة شقراء
وكالة الجامعة للشؤون التعليمية
وحدة الإرشاد الأكاديمي

Show an academic problem

Student Name :		University ID:	Semester:.....	
Specialty:.....		Level:.....	Cumulative average:.....	
Problem	Causes	Parties to the problem	Results	Indicator

Signature of the Student: Signature of Advisor:

Model 4

Form of Student stumbling in university studies

University ID.....	Student Name:	Level:	College / Department	Semester Average	Cumulative Average
Causes of Study stumbling	1				
	2				
	2				
	4				
	5				
	6				
Procedures to eliminate the causes of study stumbling	1				
	2				
	2				
	4				
	5				
	6				

Student Name: Signature:

Advisor Name: Signature:

Student call form to meet with the academic advisor

The academic year: Semester:

Student's Name: University ID:

Please come to your academic advisor's office:

Day: Time:

To discuss:

Fill out a material registration form Fill out the pull and add form

Review progress in courses Attendance

Inquiry about withdrawal request Weak of academic performance

Absence from exam Others

.....
.....
.....
.....

Academic Advisor: Signature:

Student Name: Signature:

Date:

Individual guidance model

Name of Academic Advisor: College: Section: E-mail:.....

University Year: Semester:

Number of individual meetings:

Name of Student:	Academic No:
Student specialization:	Semester average () Cumulative average ()
Level:	Day and date of Advising meeting:
Topic of the meeting:	
Results of the meeting:	
Student E-mail:	Signature:
Academic Advisor:	Signature:
Student Name:	Signature:

Group Advising

Name of Academic Advisor:E-mail:

University Year: Level: Semester:

Number of students advising in group:

Number of advising meetings held during the semester:

Date and Day:

No.	University ID	Student's name	Signature	Topic group advising	Results of group advising
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

General Note:

Advisor Name: Signature:

Quarterly Academic Advising Report

Name of Advisor:

Department: Semester:

Number of Students: Academic Year.....

What has been done:

.....
.....

Notes:

.....
.....

Problems:

.....
.....

Recommendations:

.....
.....

Academic Advisor:

Signature: Date:

Kingdom of Saudi Arabia
Ministry of education
Shaqlra University
University Agency for Educational
Affairs
Academic Advising Unit



المملكة العربية السعودية
وزارة التعليم
جامعة شقراء
وكالة الجامعة للشؤون التعليمية
وحدة الإرشاد الأكاديمي

Student Data Form

Name (Arabic):

Name (English):

University ID:

Academic Year:

Year of Enrollment:

Section:

The level:

Mobile Number: **Home phone:**

E-mail:

Student Signature: **Date:**

Model 14