

Academic Advising Guide

❖ Introduction

Academic advisory services represent integral components of the educational framework, functioning as collaborative mechanisms between faculty members and students within the higher education milieu. These services play a pivotal role in acquainting students with the intricacies of university and college systems, elucidating their roles, responsibilities, and rights within these academic institutions. The overarching purpose of academic advising is to provide comprehensive guidance and support, not only in addressing academic challenges but also in mitigating personal difficulties that may impede a student's academic advancement. Furthermore, these services are designed to cultivate and enhance the inherent capacities and potentials of students, thereby fostering an environment conducive to academic excellence.

The symbiotic relationship between faculty members and students is underscored by academic advising services, which serve as foundational pillars ensuring a harmonious collaboration. This collaborative endeavour seeks to facilitate the learning process by affording students opportunities to attain their academic aspirations while upholding the academic standards set forth by the college.

Recognizing the paramount importance of advising, students are systematically assigned academic advisors upon admission to the college, and this advisory relationship endures throughout their academic tenure. Additionally, the academic advising committee assumes the responsibility of evaluating students facing psychological, social, or personal challenges, facilitating referrals to specialized faculty members who can provide requisite support and guidance with the utmost confidentiality.

❖ Objectives of Academic Advising

- Provide comprehensive support and assistance to students experiencing academic or personal challenges that impede their academic success.
- Facilitate the development of students' attitudes, insights, and self-understanding essential for optimal growth and personal development.
- Foster students' self-reliance, empowering them to adeptly address future challenges independently.
- Enhance students' comprehension of their roles and responsibilities toward themselves and society.
- Disseminate information to students regarding the requisite rules and regulations governing the Electrical Engineering program.
- Conduct ongoing monitoring of students' progress throughout their academic journey.
- Promote a culture of responsibility, encouraging students to proactively plan for their academic and professional future.
- Collaborate with various departments, both within and outside the Engineering college, to resolve students' challenges.

❖ Academic Advising Committee

The Academic Advising Committee or similar committee is constituted at the commencement of each academic year. Upon admission to the college and throughout their course of study, students are allocated academic advisors. The committee's responsibilities encompass a comprehensive array of tasks aimed at fostering an optimal academic environment. These duties include:

- Familiarization with University, College and Program Policies: Acquiring an in-depth understanding of university, college and programs rules, policies, regulations, and procedures that directly impact academic programs.
- Promoting Advisor Awareness: Maximizing student awareness regarding the significance and role of academic advisors in their educational journey.

- **Communication with Academic Advisors:** Ensuring effective communication channels with academic advisors, disseminating pertinent information related to their assigned students.
- **Accessibility and Office Hours:** Announcing and publicizing the office hours of academic advisors, facilitating regular and accessible interactions between students and advisors throughout the academic year.
- **Monitoring Student Progress:** Continuously tracking and monitoring the academic advising progress.
- **Encouraging Participation:** Encouraging student participation in a diverse range of academic and non-academic activities to enrich their overall college experience.
- **Knowledge of Resources:** Possessing comprehensive knowledge of available resources and facilities to refer students for information, support, and advice.

❖ **Roles and Responsibilities of Academic Advisors**

Academic advisors play a pivotal role in fostering students' academic success and personal development within the program. Their duties encompass a spectrum of responsibilities aimed at providing comprehensive support and guidance. The following delineates the academic advisor's roles and responsibilities:

- **Orientation and Rule Familiarization:** Acquaint students, especially newcomers, with the rules, policies, and regulations governing both the program, college and University of Tabuk.
- **Course Selection and Registration Assistance:** Guiding students in the registration period of the semester in adjusting their course schedules by adding or dropping courses according to their study plan.
- **Accessible Advising Services:** Maintain accessible advising services by scheduling and upholding regular office hours throughout the semester.

- **Barrier Mitigation:** Assist students in overcoming barriers that may hinder the completion of their educational plans.
- **Supportive Academic Advising:** Provide supportive academic advising by recognizing personal, social, or educational difficulties and responding to the diverse needs of students.
- **Academic Progress Monitoring:** Follow up on and monitor students' academic progress, implementing mentoring programs as needed.
- **Assistance for Students with Academic Difficulties:** Offer encouragement and assistance to students facing academic challenges.
- **Resource Materials Availability:** Maintain readily available resource materials such as the Student Guide, program rules and regulations, academic calendar, class schedules, and other pertinent resources.

❖ **Roles and Responsibilities of Students in Academic Advising**

Engaging in advising is a collaborative process that requires active participation and responsibility from students. The following delineates the academic and professional roles that students should assume in the advising relationship:

- **Office Hours Familiarization:** Recognize and be mindful of the designated office hours of the academic advisor.
- **Scheduled Appointments:** Attend scheduled appointments punctually with the academic advisor.
- **Open Communication:** Engage in transparent and open discussions with the advisor regarding critical information that may influence academic performance.
- **Accuracy in Information:** Provide truthful and accurate information to the academic advisor.
- **Adherence to Advisor Recommendations:** Act on and adhere to the recommendations provided by the academic advisor.

- **Proactive Appointment Setting:** Take the initiative to proactively schedule appointments with academic advisors.
- **Preparation for Meetings:** Prepare pertinent questions or topics requiring clarification for discussion during advising sessions.
- **Guidance on Course Changes:** Seek guidance from the academic advisor when considering adding or dropping courses that may impact progress toward graduation.
- **Academic and Non-Academic Advice Seeking:** Initiate contact with the academic advisor for guidance on both academic and non-academic matters.
- **Responsibility for Requirements:** Assume responsibility for meeting all academic requirements and achieving milestones in the academic journey.

❖ **Academic Advising Procedure**

The academic advising process is a collaborative effort between the advisor and the student, aimed at identifying and addressing potential challenges that may hinder student progress. This systematic approach involves a thorough discussion to pinpoint issues or causes that contribute to academic difficulties. The process extends beyond problem identification, encompassing the identification of specific areas for improvement and the formulation of effective strategies to overcome challenges.

❖ **Academic Advising Process**

In-Depth Discussion

- The advisor engages in detailed discussions with the student to comprehensively understand the factors affecting academic performance.
- These discussions explore various aspects, including study habits, time management, personal challenges, or any other issues hindering academic progress.

Issue Identification

- Through collaborative dialogue, the advisor and student work together to identify specific issues or obstacles that constitute impediments to successful academic advancement.
- Issues may range from academic difficulties to personal challenges affecting overall well-being.

Areas of Improvement

- Once issues are identified, the focus shifts towards defining clear areas of improvement. This involves setting realistic and achievable goals to enhance academic performance and overall student success.
- Advisors provide guidance on strategies to strengthen weak areas and build on existing strengths.

Provision of Necessary Resources

- Advisors play a crucial role in facilitating access to essential resources that can aid in academic improvement.
- Resources may include additional study materials, referrals to academic support services, or information on workshops and tutoring programs.

Ongoing Support

- The academic advising process is not a one-time event; it involves establishing an ongoing relationship between the advisor and the student.
- Advisors offer continuous support, monitoring progress, and adjusting strategies as needed to ensure sustained improvement.