

Advising

Academic advisors provide educational counseling to the students. The academic advisor's primary responsibility is to evaluate the student's plan of study to ensure whether it satisfies the college and university requirements while meeting each student's specific needs. The advisor should consider that different students have different abilities, interests, aspirations, needs, experiences, and problems so that his approach in dealing with students can be different from one to another.

To fulfill this requirement, the general advising responsibilities include:

- Advise and assist students in early registration and registration formalities.
- Provide guidance in dropping and adding courses and in improving academic performance.
- Ensure that the students understand the academic regulations and follow their academic programs in a sequential order.
- Follow-up the students' academic progress, especially those who are not in good academic stand. The advisor will seek to meet these academically weak students (whose GPA is below 3 out of 5) and recommend them the proper course of action that they might need to improve their GPA.
- Develop an academically conducive and respectful environment that allows students to define, develop and achieve their realistic goals.
- Assist students in developing skills pertaining learning, communication, decision making, etc.
- Make students aware of how to connect academic experiences to real life.
- Motivate students' sense of responsibility towards their educational plans and achievements.
- Understand and effectively make the students aware of the department policies and procedures, graduation requirements and educational requirements.
- Guide the students to effectively pursue and benefit from the university and the college of engineering educational and entertainment resources.



- A- Guidelines for Advisees:** The student must meet the academic advisor every semester prior to or during the pre-registration week. The purpose of this meeting is to review the student's academic requirements. In addition, the student should continue meeting the academic advisor to discuss on the program, career plans, or any other issues he/she may encounter about the program. The program/college have adopted a policy to ensure that each student should meet his/her advisor either before or during pre-registration, and if he/she needs to add or drop a course upon starting of the semester within the permissible timeframe.
- B- Academic Advising at the College of Engineering:** Engineering students are assigned to faculty advisors by the chairman of the department. Each department has a list of Student Advisor that can be found in the website or the department bulletin board. All students must report to their advisors prior to completing registration for the following semester. Each student must complete an advisement form (find the Student Advisement Form at enclosed above) that is completed with the assistance of the faculty advisor. The student should keep a copy of this information along with the faculty advisor to make academic plan adjustments if needed or to resolve any future discrepancies in advisement information. After the advisement meeting, students are eligible to enroll into their courses for the subsequent semester using the Student BANNER System. During the ongoing semester, students are also encouraged to meet with their advisors as frequently as needed either during faculty office hours, by appointment or even during faculty open office hours.

Students are encouraged to communicate with their advisors using all available modes of communication that most frequently include email and office phone. Faculty advisors assist students with placement in Engineering Training and encourage student to participate in student professional organizations such as Institute of Electronics and Electrical Engineering (IEEE), Society for Petroleum Engineers (SPE), American Society of Mechanical Engineering (ASME) and the American Institute of Chemical Engineers (AIChE), Biomedical Engineering Society etc.