

"The Academic Advising Guide"

Definition of Academic Advising

Academic advising is a dedicated unit responsible for informing university students about the academic regulations and policies of the institution, as well as their rights and responsibilities. It also involves monitoring, guiding, and supporting students throughout their academic journey. This is achieved through coordination among faculty members within academic departments to provide support, guidance, and all necessary resources to enhance the educational process according to the student's field of study. Academic advising also plays a role in addressing health, psychological, or social issues that students may face.



"The Importance of Academic Advising"

Academic advising is an important component of the educational process, as it seeks to guide students toward achieving the best results and adapting to the university environment. The importance of academic advising lies in providing students with a reference point (the academic advisor) to answer their inquiries and questions throughout their university studies.



"Objectives of Academic Advising"

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The main objectives of the academic advising process include:

- Providing the necessary support to students throughout their academic journey.
- Assisting students in identifying academic majors that align with their intellectual abilities and personal interests.
- Guiding academically struggling students and offering them academic and advisory information.
- Contributing to the development of well-rounded students in terms of psychological, social, academic, cultural, intellectual, and health aspects.



Who is an academic advisor?

An academic advisor is a faculty member at the college who supervises a group of students to support them in fulfilling the requirements for obtaining a bachelor's degree, successfully completing their coursework, and acquiring the necessary skills. The advisor also provides guidance and assistance in resolving problems and challenges that students may encounter on or off campus, which may directly or indirectly affect their academic performance.



"Duties of the Academic Advisor"

- Provide students with the contact information of their academic advisor.
- Provide the student with the contact details of their academic advisor.
- Provide the student with academic plans and requirements for other programs.
- Provide the student with the Student Handbook, which includes university regulations and policies.
- Assist the student in implementing their academic plan.
- Support the student in tracking and evaluating academic progress using the Banner system.
- Consult with the department chair regarding course withdrawal or addition when needed.
- Provide and explain the academic calendar (timeline) to the student.
- Manage sensitive situations and assist in resolving student complaints using the academic advising forms available on the Banner system.

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Academic Advising Coordinators

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