



## Student Guidance Guide



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Student guidance is a fundamental and pivotal pillar in achieving the goals of university education. It occupies an important position in the educational process. It refers to the guidance services provided by the counselor to develop the student cognitively and professionally and help him solve the problems he faces in his academic achievement, in addition to providing him with positive skills, attitudes and experiences according to societal values.

#### **Vision:**

Providing qualitative and distinguished guidance services.

#### **Mission:**

Raising the academic, behavioral, professional and educational level of students, in order to achieve an effective relationship between students and the university.

#### **Values:**

- Creativity
- Achievement
- Integration
- Initiative

#### **General Objective:**

Developing the cognitive, psychological and professional aspects of students to ensure adaptation to university life.

#### **Specific Objectives:**

1. Developing students' talents and creative abilities.
2. Enhancing students' self-confidence and the importance of self-reliance.
3. Supporting positive behaviors.
4. Helping students who are struggling academically to improve their academic conditions.
5. Providing advice related to psychological and academic counseling.
6. Paying attention to cases of absence and identifying its causes and methods of treating it.

## Student Counselor Tasks:

1. Guiding the academically struggling student who has received an academic warning.
2. Alert the student in case of repeated absence in any course.
3. Guiding the student in case of withdrawal from a course and apologizing for a quarter of the study.
4. Helping the student solve behavioral and psychological problems.
5. Providing lectures, seminars and training courses in the field of guidance and counseling.
6. Implementing introductory meetings on student counseling.
7. Communicating with cases that need student counseling.
8. Dealing with all student files with complete confidentiality.
9. Providing the necessary guidance and counseling to the student until he passes the preparatory year.

Means of communication with the student advisor:



### Cases in which the student should consult the advisor:

- 1- Absence: This means not attending lectures regularly. If the attendance rate is less than 90% of the total lectures, the student will be denied entry to the final exam.
- 2- Academic failure: This means not obtaining the required grades in the exams.
- 3- Academic warning: This means the notification sent to the student due to his/her cumulative GPA falling below the minimum required as follows:
- 4- (3 out of 5) for the faculties of computer science/business administration/engineering/medicine/dentistry/pharmacy/applied medical sciences.
- 5- (2.75 out of 5) for the following faculties: science/veterinary medicine.
- 6- Withdrawal from a course: This means the student withdrawing from a course with an excuse accepted by the deanship.
- 7- Apology for a quarter of an academic year: This means the student not continuing his/her studies for the academic quarter in which he/she registered after an acceptable excuse, with the apology period being counted within the regular period for passing the program.
- 8- Consultations and inquiries: This means academic consultations and inquiries about everything related to the preparatory year program and others.

### The student's duties towards the advisor:

- 1- Communicate with the advisor during the advisory hours according to the dates that were previously determined.
- 2- Know the student advisor assigned to him/her and communicate with him/her when needed.
- 3- Commitment to meeting the student counselor according to the dates set for the student.
- 4- Follow up on the notifications and messages sent by the counselor to the student.

Student Guidance Committee Members:

Advisor Name	Office Number	Phone Number
Dr.Ahmed elasiry	3030	0135896839
Dr. Amr Elatla	3024	0135896837
Mr. Yousef Mousaadeh	3018	0135896834
Dr.Mahmoud Mohamed yaseen	3026	0135896831
Dr.Nahla Abbas Hilmi Ibrahim	2058	0135897729
Mrs.Salma Moahmed Alkaran	2056	0135898962
Mrs.Bayan Makableh	2055	0135898626