

Student Academic Advising Guide



Student Academic Advising and Support Unit

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Message:

Dear student (s)

This is your guide, make it your companion through your studying years at the College as it will facilitate your academic journey as well as your academic duties, and also you will know that all the services provided by the College will facilitate your mission and support you to graduate and accomplish your dream.

Therefore, the Academic Advising and Student Support Unit were keen to provide you with this guide and assist you, God's willing. Also, it will ease the communication between you and your academic advisor and provide you with all the needed information regarding the educational and studying systems at the College. You will also find the various supporting channels available in the College.

Academic Advising is an essential pillar of higher education in the Kingdom of Saudi Arabia, as it aims to guide students to adapt to the higher education environment in order to obtain the best results. Academic advising also aims to provide you with academic skills that will help you raise your educational achievement level. Fakeeh College for Medical Sciences (FCMS) has been keen on developing and supporting the Academic Advising program to achieve its goals which are compatible with the academic accreditation standards by strengthening the relationship between the student and the faculty member.

The counseling process is considered as the first supporter of the students' path during university journey by providing instructional information and guidance. FCMS rely on the experiences of faculty members to guide students in academic matters by providing them with tips that contribute to improve their academic achievement and helping them to overcome their academic challenges. Knowing their capabilities and developing the special abilities of each one of them, and benefiting from the expertise and services available in the College.

The Academic Advising and Student Support Program (AASSP) depends on a series of regular meetings between the student and the academic advisor from the moment the student joins the College until his/her graduation. The mission of the AASSP is to guide students in the scientific, social and psychological aspects. It also works to familiarize the students with their rights and duties as well as the educational plans that are provided to them with a benefit to support their progress.

The roles of the academic advisor are many and varied, as they support students to achieve their educational goals, and establish an independent self-learning style after graduation.

Dear student, the AASSP, stems from the belief that God has granted each individual with capabilities, the student may know some of them, he/she still needs a lot to reveal and know the correct way to invest them. The academic advisor will help you to know your abilities and guide you to use them in case you encountered any problems or obstacles, which will enable you to achieve the highest rate in your studies, and will increase your loyalty to the College by contributing efficiently and competently in achieving the College mission to serve the society.

Section-I

Academic Advising and Student Support Unit (AASSU) (Definition, Vision, Mission and Responsibility)

1.1 Definition of the Academic Advising and Student Support Unit

It is the AASSU that is in charge of directing and following the students during their studying years, providing advice to female/male students, and helping them to adapt to university life, and understanding the College's mission and goals, through continuous communication. The AASSU is also concerned with providing the

appropriate academic environment, which enables students to discover their capabilities, and their supportive talents to achieve their academic goals.

FCMS gives the utmost importance to academic counseling at the College. Academic counseling represents one of the most important means of helping the student to integrate into the academic environment and achieve the highest rates of success. It also contributes in ensuring the student's scientific progress in terms of implementing the study plan.

Through the AASSU, an academic advisor is assigned to each student during the first semester of student enrollment at the College, so that the academic advisor “faculty member” exerts his effort to benefit the student. The academic advisor from this standpoint seeks to enlighten the student on his academic path and assists his/her in his academic achievement and familiarize him/her with the College regulations, laws, rules and procedures governing the study plans. The advisor also follows the student's achievements and overcomes the obstacles that he/she may face during the studying period by discussing his/her scientific problems, and guides him/her to find the best solutions to those problems.

1.2 Vision

Providing counseling services for male and female students to develop their skills in various fields in line with national and international quality standards.

1.3 Mission

The AASSU strives to provide support and guidance to male and female College students in an effort to take advantage of their capabilities, and work to develop their skills and creativity, by supporting in solving their psychological, social, health and financial problems.

1.4 Goals

- Preparing students to know and adapt to university life.
- Providing students with the correct information about the College, educational policies, and resources available in the College in order to increase students' awareness about the College's mission, regulations, and goals.
- Enhancing the academic achievement of students, raise their capabilities and overcome obstacles in their educational attainment.
- Providing advice and assistance to students with academic problems.
- Following-up students with low academic achievement until their academic level rises.
- Identifying the personal problems and obstacles that prevent the student's ability to achieve his/her academic goal and work to change negative thoughts and attitudes towards education and adopt more positive ideas.
- Providing students with academic and personal skills that enable them to understand themselves, their capabilities and preferences, and to play a positive role.
- Helping students to overcome any problems that might hinder them from achieving their educational goals.
- Encouraging student to play a positive role in the educational process and participate in extra-curricular activities.
- Encouraging talented and creative students to participate in courses to develop their intellectual, creative and innovative abilities.

1.5 The Academic Advising and Student Support Unit's responsibilities

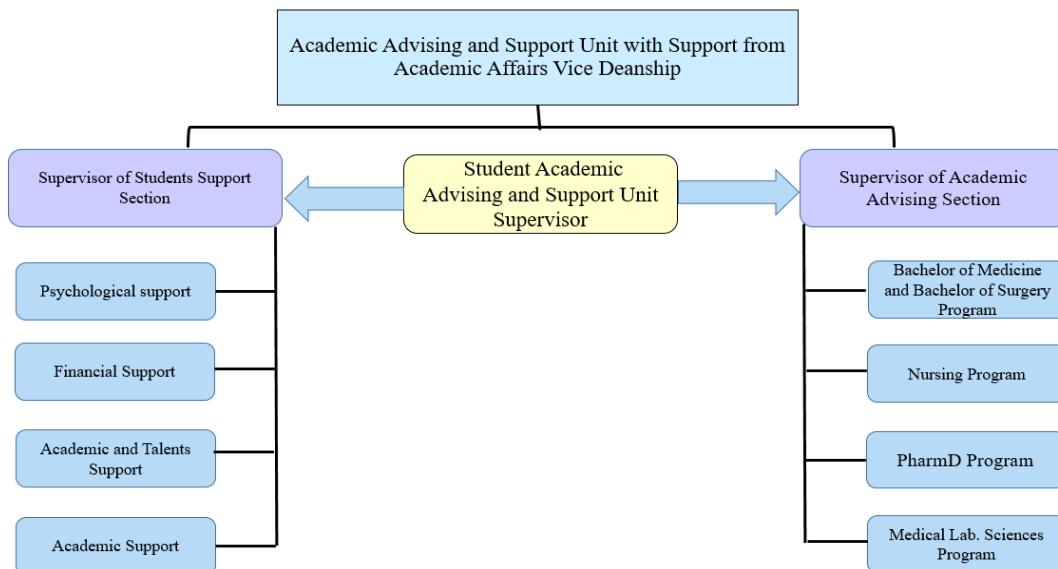
- Develop a plan for academic advising in the College.
- Supervise and monitor the work of academic advisors in the College.
- Distribute College students to groups and identify the names of academic advisors from the members of the teaching staff, and this shall be at the

beginning of each academic year. The unit shall inform the advisors of the names of the students assigned to them.

- Spread the awareness among students about what the unit is about, its importance, and how to benefit from its services.
- Help academic advisors in their work and overcome any difficulties they may encounter.
- Receive periodic reports which will be submitted by each academic advisor regarding the progress of the student's academic status or the difficulties that students may encounter.
- Study referred cases and prepare reports to be submitted to the competent authorities.
- Consider students 'academic problems raised by advisors and seek to solve them.
- Create awareness on the importance of academic guidance and the importance of communicating with the academic advisor.
- Contribute in solving students 'psychological, financial, social, and job problems by directing them to the specialized authorities.
- Submit periodical report including the unit's work to the Vice Dean for Academic Affairs.

Section-II

2.1 The Organizational Chart of the Academic Advising and Student Support Unit



Section-III

3.1 The themes of the Academic Advising and Student Support Program

Academic Advising is: The guidance provided by the faculty member; to introduce the students to College systems and study policies, as well as to support them in the best possible way in the course of the educational process, to overcome the obstacles encountered by them, and to discover their capabilities and potentials, benefiting from the College services provided.

The Vice Deanship Academic Affairs initiates the implementation and follow-up of academic advising programs, which are carried out according to a plan divided into the following:

- 1- Orientation programs for all students to introduce the studying and testing system and achieving acclimatization with university studies, and inform them of their rights and duties.

2- Guiding programs to help students with special needs during their lifetime to achieve psychological and social adaptation and academic achievement.

3-Supporting programs for struggling students and helping them overcome the obstacles and problems they face.

4- Guiding programs for outstanding students to encourage them to continue and guide them to support their colleagues academically.

3.2 Pillars for Academic Advising

1- The Student

The College believes that the student is the primary pillar of the educational and academic process, in the absence of thoughtful academic guidance, the student may face a lack of familiarity with the College's regulations and systems, which he/she may face and fall into academic mistakes and consequences such as obtaining a warning letter or a drop in GPA or failure.

2- The academic advisor

The academic advisor helps the male / female student to make the right decisions that would help him/her/ in his studies successfully and effectively.

3- The Vice Deanship for Academic Affairs

The Academic Affairs is providing regulations, policies and models that would organize the process of academic guidance in accordance with the established procedures and standards to achieve the desired goals, while taking into consideration the policy of review and evaluation in an ongoing manner as a continuously developing and continuous basis, in addition the Academic Affairs helps the academic advisors and familiarize them with the available online systems, regulations and services that help them to carry on with their role to the fullest extent.

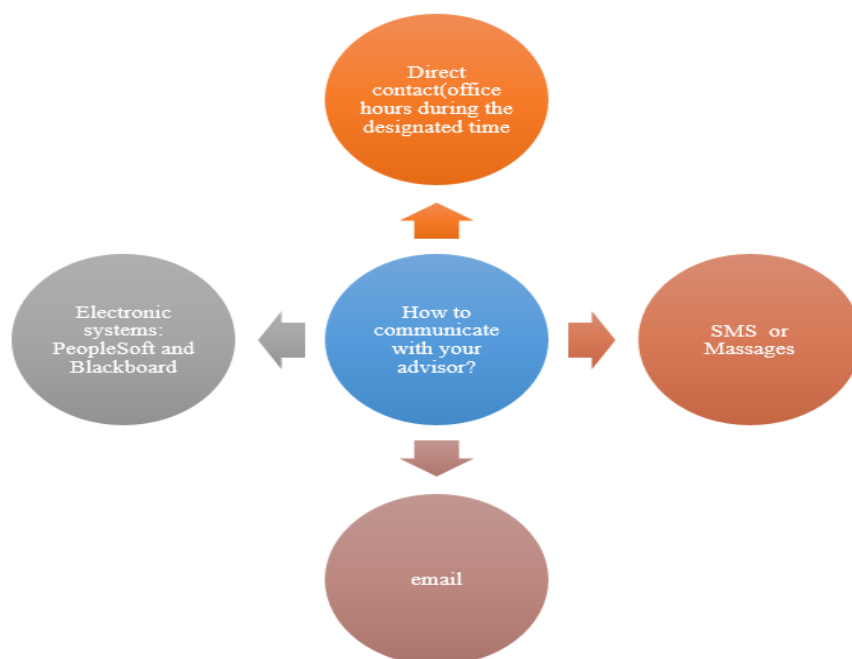
3.3 Academic Advising Tools

You, the student, need the following tools to be able to benefit from the Academic Advising and guidelines of the academic advisor:

- 1- Study plan for the program.
- 2- Your academic schedule.
- 3- Filling out the required forms in order for the advisor to know and help you and provide you with the appropriate support.
- 4- Commitment to attend the weekly meeting or weekly communication (the time of the announced academic guidance) with the advisor.
- 5- Matching the student's study plan, which is important through which the advisor. and the student know what has been studied according to the plan and what is left.

3.4 How to communicate with your Academic Advisor

Academic advising is a series of weekly meetings between the advisor and the student, which will be conducted until graduation. Academic counseling involves planning, directing, communicating and setting goals through meetings in the designated hours, phone messages, e-mail or electronic College systems (PeopleSoft and Blackboard)



3.5 Roles of the academic advisor

The following is a summary of the roles of the academic advisor at FCMS:

1. Communicate with male and female students to meet with them individually and determine the meeting, either by phone messages, e-mail, or PeopleSoft and Blackboard electronic College systems and document the meeting with a report.
2. Provide male / female students with suggestions and advice to improve their educational achievement and help them to overcome their academic and administrative problems.
3. Ensure privacy and confidentiality of the information that belongs to the student, whether academic, psychological and social or health.
4. Obligates and guides male and female students to the College regulations and laws and urges them to abide by the study rules and regulations.
5. Provide the male and female students with a knowledge of university life and the study system therein.

6. Follow up on academic performance and academic achievement with regard to handing over all requirements, whether in lectures or laboratories at their scheduled times.
7. Help struggling students, looking at the causes of failure, and helping them to overcome the obstacles they face.
8. Submit periodic reports to the supervisor of the academic advising and support unit explaining the level of male and female students and the extent of their response in general, especially cases of academic failure to raise their academic level.
9. Refer the student cases who need the psychological or social services or financial support to the student support supervisor to be referred to specialists in coordination with the relevant authorities in the College.
10. Follow up on confidential cases (psychological, social, or health) by meeting the male / female student continuously and follow up the case in cooperation with the Academic Advising Coordinator to find out the extent of the response of the student / student and the improvement of his / her condition.

3.6 Student roles

1. Get to know the academic advisor.
2. The male / female student is primarily responsible for his /her academic performance and the role of the advisor is the process of guiding the student and helping him overcome the difficulties and problems that he/she may face.
3. Communicating with the academic advisor on weekly basis through one of the means of communication (direct contact, e-mail, or College electronic systems).
4. Know the office hours of the academic advisor.
5. Commitment to meet the academic advisor and inform him/her of all the information and data that he requests from him/her.

6. Discussing with the academic advisor of all student achievement matters.
7. Implementing the advisor recommendations and continuing to meet him/her according to the agreed dates.
8. Inform the advisor of any variables that may affect his program or academic performance.
9. Benefiting from the available services in the College, which the academic advisor advises.

3.7 Instructions and guide for the registration process

1. On the first day in the College, new students are welcomed, the advisor is identified for each one of them and the College system is explained to them.
2. Distribute the students to their academic advisors and make sure that the advisees are registered and the form is approved by the advisor, obtain the e-mail and the advisee registered electronically in the system.
3. The advisor confirms that the student obtained his/her College ID card, student guide, and confirms the attendance of the preparatory or introductory program for new students.

3.8 Instructions for registering courses in cooperation with the academic advisor

- Student registration is final and change is only possible with the knowledge of the academic advisor.
- Registration takes place by approval and signature of the academic advisor on the registration form and following the necessary steps.
- The advisor maintains the approved registration form (from the Academic Affairs Department, the Finance Department and the Electronic Registration Department) in the student's file.