

Supervision of Academic Advising

Committee for Higher Supervision of Academic Advising



بيت الحكيم

Supervision of Academic Advising

Academic Advising aids students in achieving academic success. The institution's academic advising program strives to support students in their academic endeavors and in making the transition to university life. It teaches academic skills and increases knowledge of academic obligations. Students can get support and help to get through any academic or personal challenges that are standing in the way of their finishing their degree. To do this, a variety of academic skills are made available to students, allowing them to discuss and improve their academic performance.

Concept of Academic Advising

The academic supervisor's main duties are to assist the student in choosing the proper foundational courses in accordance with the academic plan in order to successfully complete the degree, assist him in overcoming challenges he faces while studying, and offer advice on issues affecting his academic path. As a result, the academic advisor must be familiar with the academic system, which serves as the fundamental guide for instructing students on how to design their studies and academic moves in the best possible way, as well as how to schedule the necessary time with each student for whom they are responsible.

Objectives of Academic Advising

The primary function of an academic advisor is to direct students in making informed course selections in accordance with their academic plans in order to successfully complete their degrees. Advisors also assist students in overcoming challenges they face in their studies and offer guidance on issues that may affect their education, so they must be familiar with the system. Academically, a student needs fundamental references to help him choose the best course for his study plan and academic progress. They also need to make plans to spend the appropriate time with each student they are tasked with advising. Accurate mentoring can help students thrive and excel in their academic specialization and can stop tiny issues from growing into larger ones.

- Providing advising and orientation services to new students in order to prepare them to learn about the university system.
- Assist students in selecting the appropriate specialty based on their interest in and aptitude for science.
- Assist students in making appropriate course selections based on their academic plans
- Assist students with unique needs in overcoming obstacles to their academic progress
- Encouraging exceptional students to learn more and guiding them to use their skills and potential in areas that align with their scientific interests
- Helping students grasp school policies and structures while increasing their understanding of academic rules
- Enhancing the emotional and mental health of students with mental illnesses that are impeding their academic performance

- When people have a solid social support network, their chance of having psychological and behavioral disorders is reduced.
- Provide preventive advice by addressing and addressing the difficulties facing students and ensuring that they do not occur.

Academic Supervisor Role

1. To monitor a student's progress from enrollment until graduation
2. Establishing a rapport with the students and getting to know them
3. Explain to students the significance of communicating with the academic supervisor and provide them with information about office hours.
4. Supporting exceptional students
5. Find students with talent and motivate them to take part in university activities
6. Ensure that the student's timetable adheres to the university's study plans and graduation requirements by being informed of them
7. Assist the learner in adhering to the directions to remove and add courses
8. Create a unique file for each student you've been tasked with keeping an eye on
9. Help and direct the student in selecting a suitable specialty based on his or her skills and tendencies
10. Arrange frequent student interviews
11. Encouraging the student to exercise greater diligence and praising him.
12. Addressing the academic and personal issues of students.

The Role of Students in the Academic Advising Process

- Determine and verify the academic advisor's identity.
- Get to know your academic advisor and establish a positive rapport with him.
- To be aware of a professor's office hours.
- Regular attendance at classes and preparation of required paperwork for each session.
- Visit the academic advisor, ask for assistance, and get copies of your study plans and all of your academic requirements.
- To be knowledgeable about the dates for registration, the course offerings (deletion and postponement), and the tests.
- Follow the academic advisor's recommendations and continue to see him.

Committee for Higher Supervision of Academic Advising

Forms for the Academic Guide Guidebook

1	Academic Supervisor Information Form
2	Student's Name Form
3	Student File Check Form
4	Student Disrupted Form
5	List of Outstanding and Talent Students Form
6	University Advising Interview Form Implemented
7	Notes Recorded by the Academic Advising as.....
*	Problems Encountered by the Guide during Academic Instruction
*	Academic Laws and Regulations Explained to Students
*	Motivation and Encouragement Methods Used with Students
*	Support Tools Provided to Outstanding and Talented Students
*	Individual Problems Facing Students
*	Develop Proposals to Activate the Academic Advising Mechanism

Academic Supervisor Information Form

Academic Supervisor Information	
Name	
Academic Semester & Year	
Degree	
Major/Specialization	
Mobile	
E-mail	
Department	
Number of Students	
Location	
Office Hours	

Signature:

Date:

Student's Name Form

Academic Semester/..... Academic Year/.....

Department/.....

Academic Supervisor/.....

Students No./.....

No.	Student's Name	ID	GPA	Notes

Academic Supervisor/-----

Signature/ -----

Student File Check Form

Academic Supervisor/

Department/.....

Students No. /

Academic Supervision Hours

No./.....

Academic Year/.....

No.	Student's Name	ID	GPA	Failure Subjects	Attempted hours	Earned hours	Phone Number	Notes

Semester/.....

Academic Supervisor/

Signature:

Student Disrupted Form

Academic Year/..... Semester/.....

Department/.....

Academic Supervisor/..... E-mail /

No.	Student's Name	ID	Student's Cumulative Average	Course Average	Student Disrupted Reasons	Suggested strategies for avoiding Student Disrupted Reasons

Academic Supervisor: -----

Signature: -----

List of Outstanding and Talented Students Form

Academic Year/..... Semester/..... Department/.....

Academic Supervisor/..... E-mail /

No.	Student's Name	ID	Academic Level	Major	Course Average	Student's Cumulative Average	Notes

Academic Supervisor: -----

Signature: -----

[illegible]

Problems Encountered during Academic Supervision

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Academic Rules and Regulations Explained to Students

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Academic Supervisor: -----

Signature: -----

Encouragement Methods Used with Students

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Supported Methods Provided to the Gifted and Talented Students

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Academic Supervisor:

Signature:

Individual Problems Facing Students (Require the Academic Advisor to Take a Confidential and Detailed Approach in order to help them Find Solutions).

[illegible]

Developed Suggestions to Activate the Academic Advising Mechanism Based on the Academic Supervisor's Viewpoint

[illegible]

Academic Supervisor: -----

Signature: _____

Student's Instruction Form File

1	Student Personal Information Form
2	Student Visit Form to the Academic Advisor
3	Equivalent Form of a transferred student
4	Parent's Acknowledgment Form about the School Schedule
5	Student Conversion Form by the Academic Advisor
6	Student Undertaking and Endorsement Form
7	Copy of Study Plan
8	Copy of the Study Schedule
9	Copy of Academic Schedule of each Semester

Student Personal Information Form

Student Personal Information	
Name/.....	ID/.....
E-mail /	National ID/.....
Mobile /.....	Parent's Mobile/.....
Academic Level/.....	Semester/.....
Department/.....	Course Average/.....
Student's Cumulative Average/.....	Enrolled hours/.....
Attempted hours/.....	Earned hours/.....
Course warning (if found)/.....	Was he disfellowshipped? /.....

Academic Supervisor/.....

Student pledge of correctness

data

Signature/.....

Signature/.....

Date/.....

[illegible]

Equivalent Form of a Transferred Student

Name/.....

ID/.....

Academic Year/.....

Academic

Level/.....

University/College transferred from/.....

Major/.....

Student-Exempted Courses

Student-exempted courses	Approved hours	Course Code	Average

This form is to be completed by the student's academic advisor and a copy is provided to the student.

Attach the approved formula form from the acceptance and registration material signed and stamped.

Academic Supervisor/.....

Signature of received a copy of the data

Signature/.....

.....

Date/.....

Date/.....

Parent's Acknowledgment Form about the School Schedule

Dear Student's Parents/.....

ID/.....

It is with pleasure that Your Highness is notified that the aforementioned student is a member of the Department of Academic Level..... of Academic Year.....

College at the University of Hafr Al-Batin and its academic schedule is as follows:

Class	Time	Sunday	Monday	Tuesday	Wednesday	Thursday
First	8:00-8:50					
Second	9:00-9:50					
Third	10:00-10:50					
Fourth	11:00-11:50					
Fifth	12:00-12:50					
Sixth	1:00-1:50					
Seventh	2:00-2:50					

I appreciate your help in the educational process and would appreciate it if you could sign with your expertise.

Parent's name/..... Signature/..... Date/.....

Academic supervisor's signature/.....

Students'

signature/.....

Student transformation form by the academic advisor

Name/..... ID/.....
Academic Year/.....
Academic Level/.....
Date/.....

Subject:

From Academic Supervisor/.....

To/.....

Good Greeting:

.....
.....
.....
.....

with regards

Academic Supervisor/.....

Signature/.....

Date/.....

Undertaking and Endorsement

I am ID..... Major.....

Academic Year..... Academic Level.....

- Become familiar with my academic mentor.
- Attend academic advising sessions on a regular basis and get the paperwork ready in advance.
- Complete understanding of the departmental, college, and university requirements for finishing the specialization.
- Get assistance from the academic advisor and get a copy of the study schedules and all other requirements.
- Complete understanding of the academic calendar, admission dates, deletion, addition, and testing.
- The accuracy of the personal information that the academic supervisor has on file and has updated whenever a cellphone or email number changes.
- Whether the student transfers from another university or college, or from within the same university or college, they will be given a copy of the formula for the exempt courses.
- Withdrawal of the curriculum and delivery to the instructor after the completion of the registration processing period in each classroom.

Student's Name/.....

Signature/.....

Date/.....