

Kingdom of Saudi
Arabia
Ministry of Education
Jouf University
College of Business
Department of
Accounting

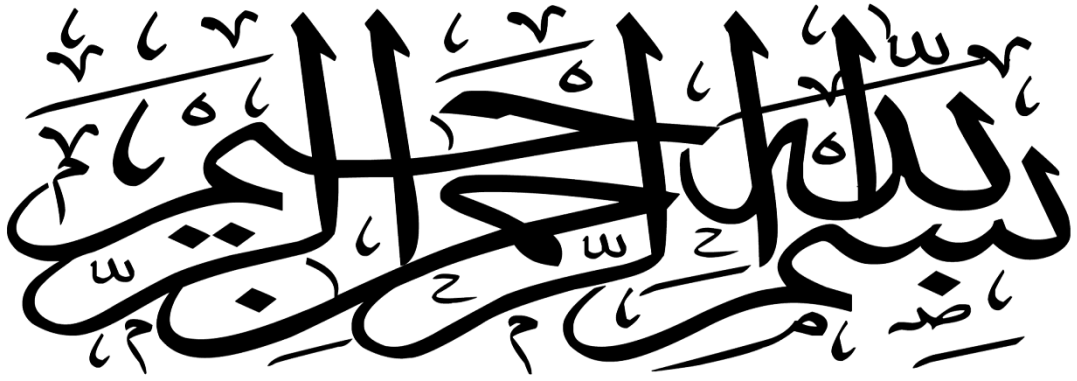


Academic and Student Advising Handbook

**Department Of
Accounting**

**Bachelor of Accounting Program
College Of Business**

Jouf University, KSA



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Introduction

This handbook has been prepared for students of the Bachelor of Business Administration program and its purpose is to assist students in every aspect of academic advising at the university, college, department and program levels. The aim of students' academic advising is to discover their academic abilities and potentials, to assist them in designing their study plan achieving the conditions of graduation requirements helping them to overcome any difficulties that may obstruct their academic path, and help them to adapt to their academic, social and scientific environment by providing them with sufficient and appropriate information.

Table of contents

s	Title	page
1	Introduction	4
2	Program Mission	5
3	Program Vision	5
4	Program Objectives	5
5	Structure of the program academic and student advising unit	6
6	Services provided by the program	7
7	Resources (Means) of the academic and student advising unit at the university	7
8	The program's academic and student advising mechanism	7
9	Some academic advising skills	8
10	Tasks of the program academic advisor	8
11	Mechanisms of communication between the program's academic advisor and students	9
12	Student responsibilities and duties in the academic advising process	9

Vision

That the Academic Advising Committee of the Accounting Program become the best committee to provide guidance services to students in the college.

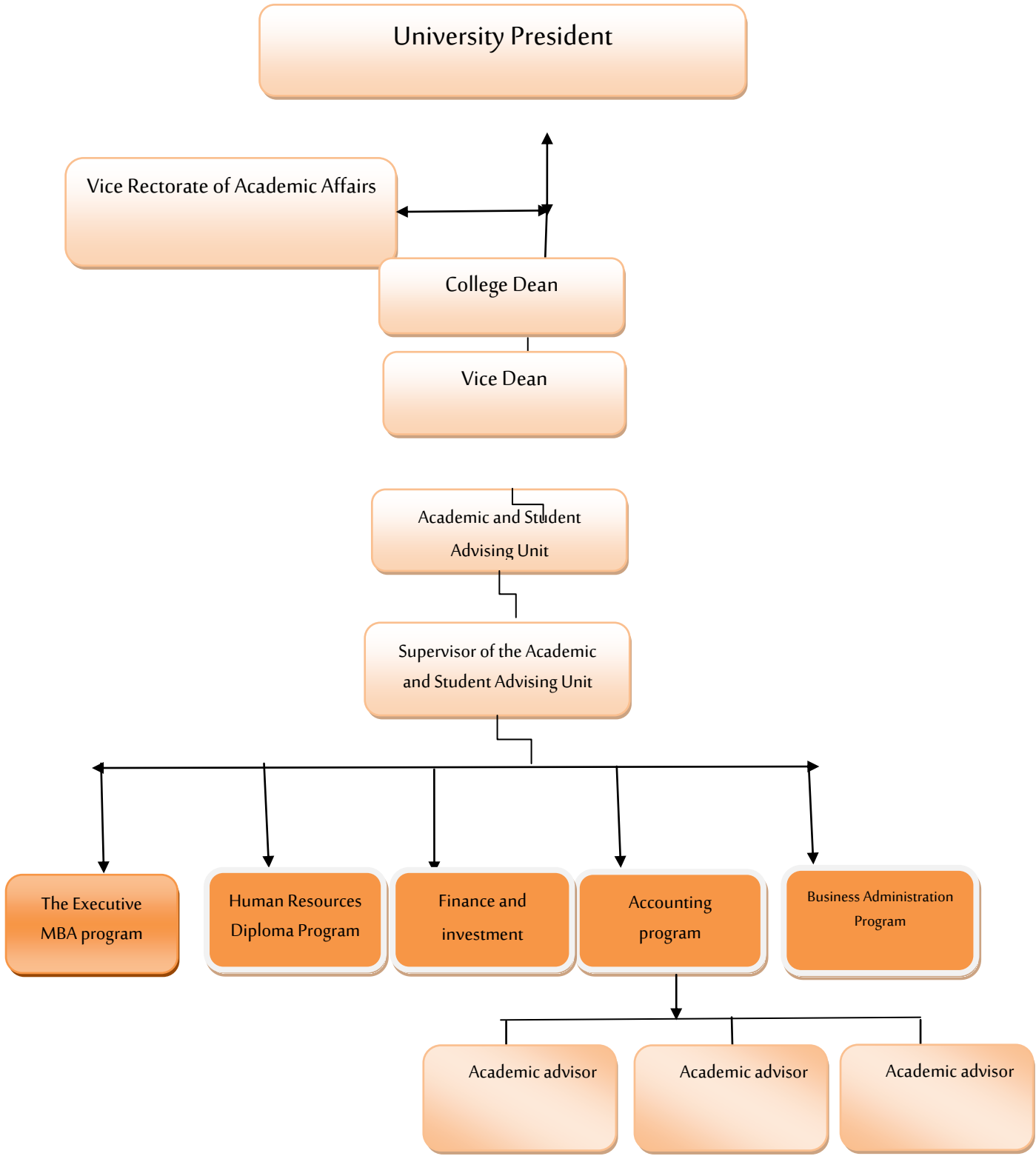
Mission

Graduating scientifically qualified accounting cadres that meet the needs of the local and regional market by adopting scientific programs compatible with quality standards and academic accreditation, in addition to providing the community with specialized research in financial and accounting matters to advance the profession and support the growth of the national economy.

Objectives

- 1 -Graduating professionally qualified cadres in the various accounting fields necessary to carry out the profession's burdens.
- 2 -Providing the student with accounting knowledge so that he/she is able to deal with contemporary accounting problems.
- 3 -Enriching knowledge and contributing to scientific progress in the two fields of accounting and auditing, by carrying out scientific research and keeping pace with the development of accounting science.
- 4 -Holding seminars, seminars and conferences in the field of specialization; To discuss contemporary topics or problems of scientific reality.
- 5 -Preparing specialized accounting research and studies with a focus on applied research that provides solutions to practical problems.
- 6 -Meet the needs of the surrounding environment in terms of training services, scientific research, and accounting and financial advice, with the aim of contributing to the development of various institutions and sectors of the local community.

The organizational structure of the program



Services provided by the program

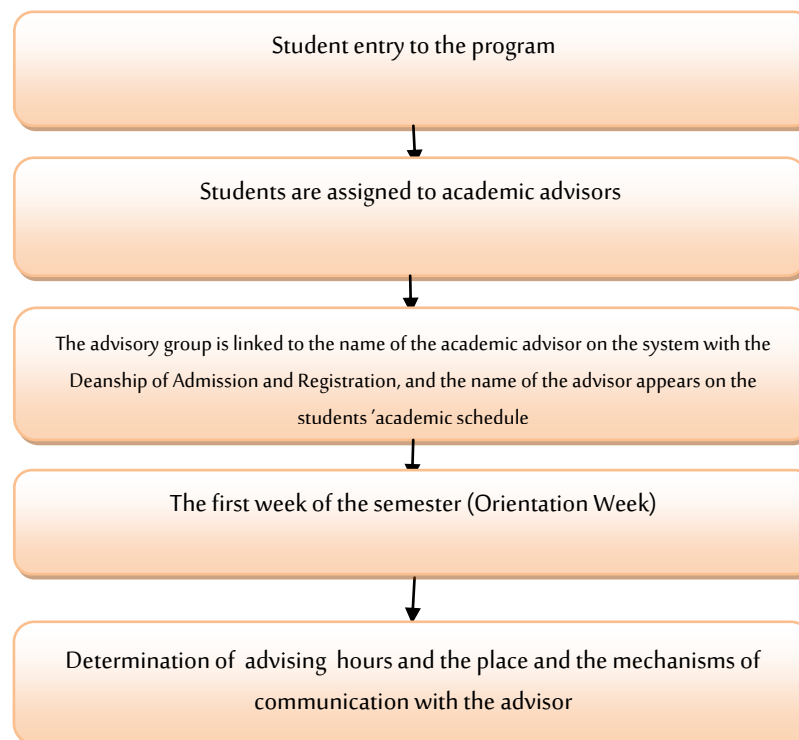
- Individual advising service
- Group advising service
- Extended and preventive advising service
- Career advising service
- Consultations and psychological advising service
- Training courses service
- Electronic advising service
- Information service for students and academic advisors

Means of the academic and student advising unit at the university:

The program achieves its goals through:

- 1- Lectures and seminars
- 2- Dialogue meetings
- 3- Forums and exhibitions
- 4- Printed publications
- 5- Qualifying training courses
- 6- Counseling, psychological, social and educational programs
- 7- Providing consultations through various means of communication
- 8- Informative weeks
- 9- Field visits to fellow mentors and female mentors

The academic and student advising mechanism in the Accounting Program



Some academic advising skills:

A successful advisor is a mentor who is able to communicate effectively with students, as he can define their needs, be good at listening to them, understand them, care about them, not attack them or make fun of them, but work with them and involve them in planning their studies, invest their experiences and trust their abilities, and from here we can define some of the skills that should be available to the academic advisor Among these skills:

Leadership

Empathy

Planning

Listening

Decision-making

Collective counseling

Time management

Tasks of the academic advisor in the program:

- Contributing to the preparation and implementation of plans, programs and directives of the Academic and Student Counseling Unit
- Coordination with the department coordinator and extension coordinator in the program to accomplish the tasks
- Preparing a special file for each student
- Holding a meeting with his students at the beginning of each semester
- Familiarizing students with the university's rules and regulations
- Helping students adjust to the major
- Responding to all student inquiries regarding academic aspects
- Taking care of distressed students and intensifying communication with them, and urging them to improve their conditions
- Paying attention to students who are academically excelling, encouraging them to excel, and helping them solve their problems

- Working to sponsor and encourage students with special talents and develop their talents
- Providing prospective graduate students with information on the graduate's field of work
- Referring the student cases that he deems necessary to refer them to the Counseling Coordinator of the program.
- Preparing a report at the end of each semester, including the works and proposals, and submitting it to the program's counseling supervisor.

Mechanisms of communication between the academic advisor and students in the program:

There should be many means of communication between mentors and students, and the most important means are

- Blackboard
- University e-mail
- Electronic counseling portal
- Individual meetings
- Group meetings
- Office hours

Student responsibilities and duties in the academic advising process:

We can define the most important responsibilities, tasks and duties of male and female students as follows

- Feeling the importance of the mentor
- Serious pursuit of knowing who is the academic advisor who follows him
- Respect and appreciation of male and female mentors
- Access to the university's rules and regulations
- Serious endeavor to review the university calendar in accordance with what is officially announced by the university administration or admission and registration
- Serious pursuit of following up the progress of the academic situation
- Cooperating with the guide to develop plans