



## Academic Advising Unit Tasks

1. Preparing the Academic and Student Unit at the College for the meeting of the Dean of the College of Computer Science with the new students for psychological preparation and facilitating their integration into the various departments of the college.
2. Completion of linking new students with their academic mentors from faculty members, a continuation of the old students with their mentors with the beginning of the semester and distribute the guide to academic guidance for new students at the beginning of the semester.
3. The meeting of the coordinators of the academic guidance to consult on the academic guidance plan in the college and about ways to develop it through practical proposals by each department under the supervision of the academic guidance unit, and the problem of continuing linking old students with mentors who left the college for various reasons such as termination of contracts.
4. Monitoring the absence of the student: Monitoring the absence of students from the functions of the professor of the course, and the academic advisor to follow up cases referred to him by the coordinators guidance in accordance with the plan.
5. Coaching with regard to students' deletions and additions.
6. Activate the service of an academic guide for the new faculty members and connect students with them to establish a balance in the service of guidance among all members of the faculty without full-time assignments.
7. Receive a list of academic guidance students from each academic advisor as they are on the portal and their academic status.
8. Individual and group counseling workshops conducted by each academic advisor with the students associated with him.
9. Helping students find direct solutions to the academic problems they affront.
10. Review the academic file of each student by the academic advisor and make it clear to the student that the academic warning is not punishment or discipline, as long as the student can continue a reduced academic burden to help him improve his performance. This may expose them to dismissal if they fail.
11. Presenting the plan to the board of the Academic Advising Unity for ratification and approval and make any special observations thereon.
12. Prepare a diagnostic questionnaires on the problems of academic guidance and distribute it for mobilization by faculty members

13. Prepare diagnostic questionnaires on academic guidance and distribute it for mobilization by new students.
14. The detection and support of students defaulting after a statistical questionnaire by each academic advisor, which will determine the necessary steps of the guidance unit and the coordinators of guidance in the three sections.
15. Detecting and motivating gifted and talented students after a statistical questionnaire by each academic advisor, which will determine the necessary steps of the extension unit and the guidance coordinators in the three departments.
16. Obtain from the faculty members a list of students who did not attend the 75% of the lectures and contact them or their families to inform them of their embarrassment and to determine the reasons for this and whether it is possible to provide assistance.
17. Prepare questionnaires on development proposals for academic guidance and distribute them for mobilization by college members.
18. Prepare questionnaires on development proposals for academic guidance and distribute them for mobilization by new and old students.
19. Providing students with direct and indirect access to the expertise of college members outside the classroom.
20. Analysis of the questionnaires compiled by the Guidance Unit for Statistics and Future Development.
21. To fill out the academic guidance file by each academic advisor by filling out a set of forms for students who have failed, outstanding and gifted students, and all the cases and the established training sessions.