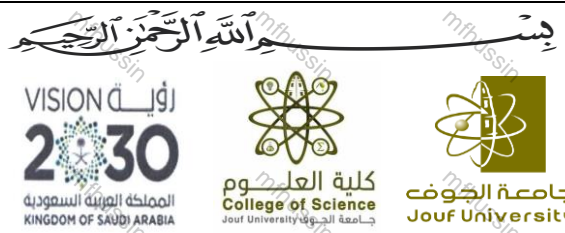




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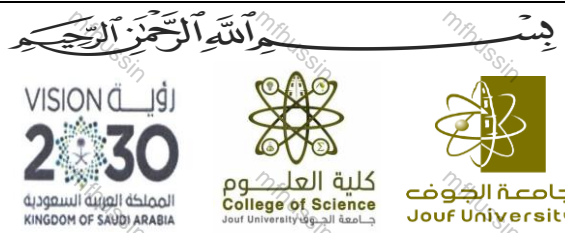
Student Guidance and Advising Manual

DEPARTMENT OF MATHEMATICS Bachelor in Mathematics program

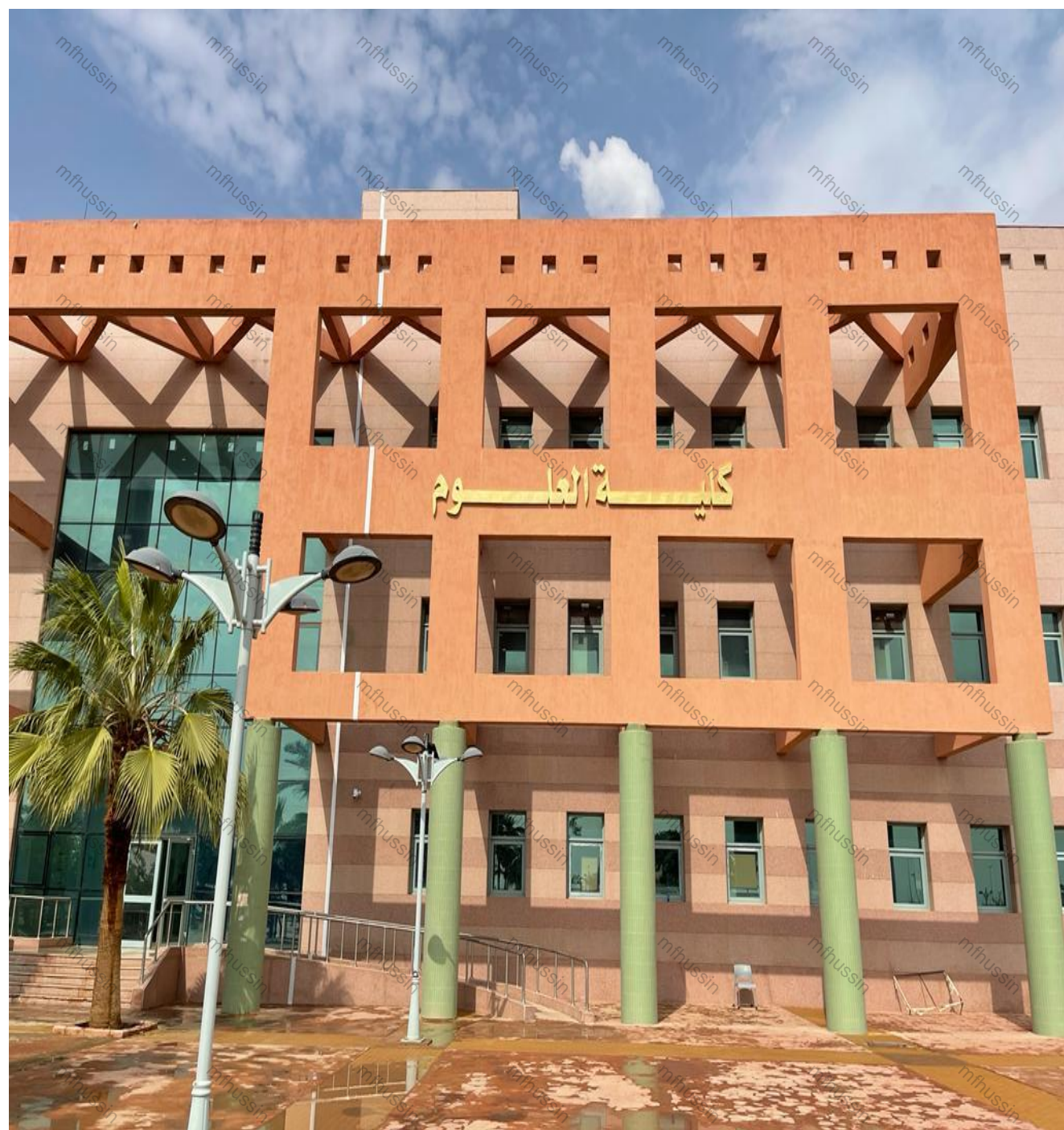


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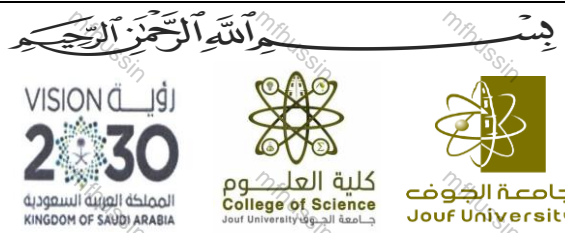
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Mission of Academic Advising..... 4

Vision of Academic Advising..... 4

Philosophy of Academic Advising..... 4

Roles of Guidance and Advising Committee..... 5

Group Counseling Skill..... 7

Organizing Skills 7

Leadership Skills..... 7

Listening Skills 7

The academic advisor can carefully listen to students’ opinions, ideas, suggestions, and problems. 7

Empathy skill 7

Problem Solving & Decision-Making Skills 8

Planning and Time Management Skills 8

Academic Advisor’s Procedures 8

Student Counseling Service 9

Aim of the Counseling Service 9

Cheating includes but is not necessarily limited to: 11

The benefits of psychological testing include 12

Circumstances that indicate the need for referring the student to other agentsinclude the following: - 13

What are the cases that I can seek advice and guidance?..... 15

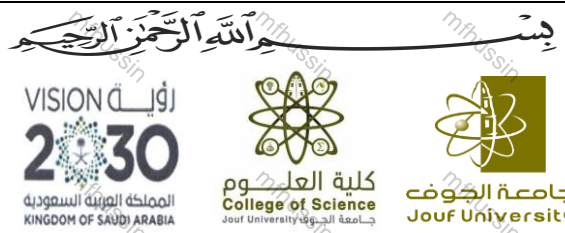
How can the academic advisor help me? 15

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Case Study Model

Name: _____ Date: _____
Student ID: _____ Department: _____ Level: _____
GPA: Name of the Academic Guide: _____

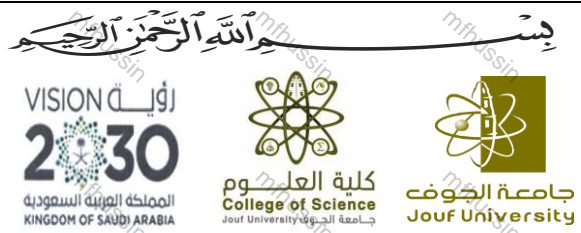
Reasons to stumble from the point of view of the student: Please use additional paper to show the causes of stumble - if necessary.

What action you would like to take to resolve your problem:

Signature of student:
Signature of the Academic Guide:
Signature of the Coordinator of Academic Counseling in the Scientific Department:
Signature of the Academic Counseling Officer / Coordinator:
Signature of the Administrator/ Academic Counseling Coordinator (in College):
Recommendations and Procedures:

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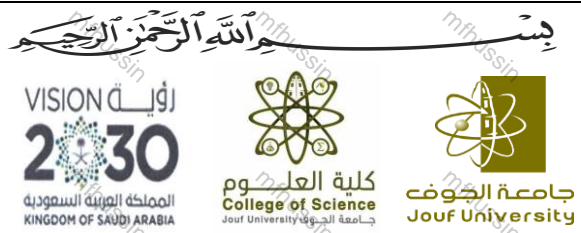
A detailed report on the advising services provided by the Academic advisor to his students by the end of each semester approved by the department chair

Total number of students	Number and percentage of outstanding students	Number and percentage of defaulters	Re-enrollment	Classification of students by rate		
				The number and percentage of students increased their rate	The number and percentage of students dropped their rate	
Number of individual counseling sessions	Number of group counseling sessions	Number of case studies with academic advisor	Number of students with special needs	Number of preventive counseling sessions	Number of improvement extension meetings	Number of counseling sessions
Academic advisor	College	Degree	Academic specialization	Head/Department coordinator	Supervisor of Advising unit	

Signature of College Dean

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Form of Guidance hours The academic year 14../14..H

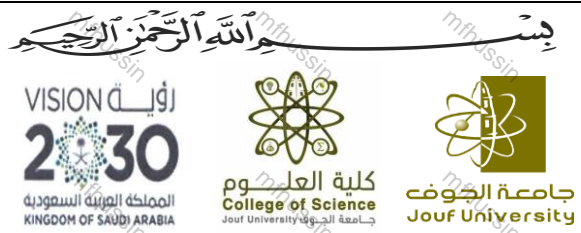
College Name	Unit Supervisor	E-mail	Mobile number

Timing of Guidance Hours					Number of Guided students	Department	Name of the Guide (Faculty member)	م
Thursday	Wednesday	Tuesday	Monday	Sunday				
								1
								2
								3
								4
								5
								6
								7

Signature of College Dean

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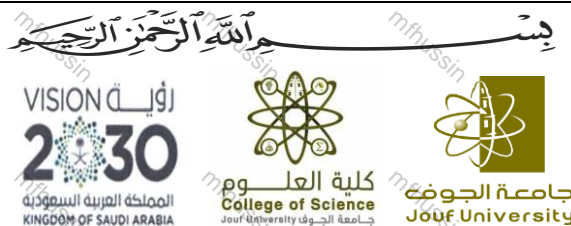
Form (1) Academic and student guidance form for a student

Personal data of the student:	
University ID:	Student Name:
Semester:	Department:
Number of hours passed:	University Year:
Number of hours remaining:	Number of hours recorded:
Quarterly rate () Cumulative rate ()	Number of warning (if any):
Other information:	Has he been previously academically dismissed:
The topic of the guiding meeting between the academic guide and the student:	
Register for courses()	
Deletion and addition for a course()	
Apologies for a course()	
Apologies for a semester()	
Re-enrolling()	
Postponing and dropping out of study()	
Review of study plan()	
Review the progress of the courses()	
Review and evaluate the attendance()	
Some of the Problems That Hinder Student Academic Progress:	
A Study Problem()	
A Social Problem()	
A Psychological Problem()	
A Family Problem()	
Other Problems()	
The recommendation of the academic and student guide.....	
Signature.....	Date.....
The name of academic guide.	



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Form (2) Individual indicative status form

(These forms are placed in the student's guidance file and the file is handed over to the supervisor of the academic and student guidance unit of the college before the examinations of the academic year)

The name of academic guide.....College.....Department.....

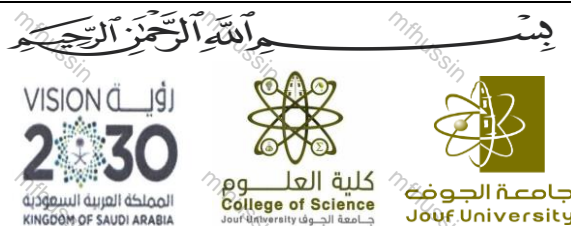
e-mail.....University Year.....Semester.....Number of students of the guidance group:.....

Academic number:	Student name:
Quarterly rate () Cumulative rate ()	Student specialization:
The day and date of the guiding meeting:	Level of study:
The theme of the guiding meeting	
The results of the guiding meeting:	
Student signature: E-mail of the student:	



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Deletion and Addition Model

Student's Name:

University ID:

Specialization:

Number of units registered to the student in the current table:

Number of units registered to the student after the deletion and addition:

Addition

Number and course code	Courses name	Section	Number of units

Deletion

Number and course code	Courses name	Section	Number of units

Signature of student:

Signature of the academic advisor to the student that there is no conflict:

Signature of the Head / Supervisor of Department:

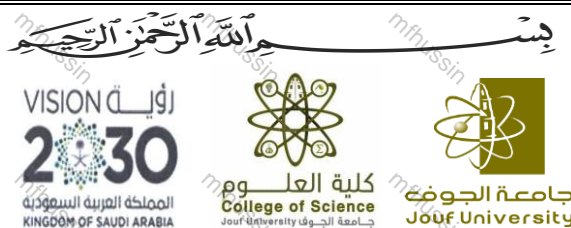
Signature of the Chairman of the Guidance Committee in the Department that there is no conflict:

Signature of the responsible of the guidance unit of college of science:



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Schedule of Advising Meetings

Department:

Semester:

Academic Year:

Meeting No.	Day	Time	Date	Hijri Date
1				
2				
3				
4				
5				

Name of academic advisor:

Date:

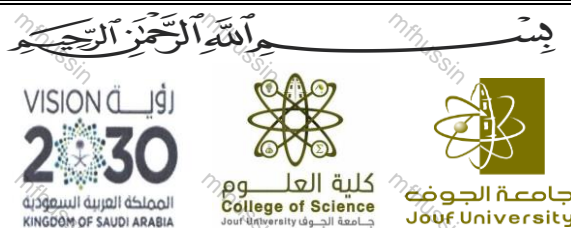
Signature:

Follow-up of students who are not committed to the study plan



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The academic year:

semester:

Nr.	Department	Student Name	University number	Unregistered Course	Communication tools	A student's statement of non-compliance	The action taken
1							
2							
3							
4							
5							
6							

Signature of the student's academic advisor:

The signing of the Chairman of the Guidance Section

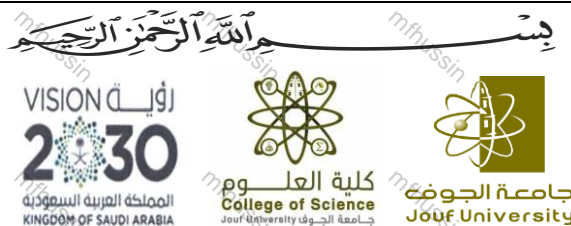
Signature of the Guidance Unit Officer

Model (5): inventory of outstanding, moderate, and defaulter students for each academic advisor



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Academic advising unit

College Dean

No.	Advisor Name	Department	A+	A	B+	B	C+	C	D+	D	F	New Students	Total
			4.75-5	4.5-4.74	4.25-4.49	3.75-4.24	3.5-3.74	3-3.49	2.5-2.99	2-2.49	Less 2		
1.													
2.													
3.													
4.													

Template for Reviewing Registered Tables by Students who have failed
(Accumulative average of less than 2 and allowed to enroll up to 14 credit hours according to regulations)



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Student Name: University Number:
Cumulative GPA: Department:
Level: Semester: Academic Year:

Notes of the academic advisor on the table registered by the student on the system:

Courses registered by the student on the academic system

Serial No.	Course Code	Course Name	Credit hours	Level
1				
2				
3				
4				
5				

Table proposed by the academic advisor

Serial No.	Course Code	Course Name	Credit hours	Level
1				
2				
3				
4				
5				

I am the student: University number ()
hereby declare that I will be committed to the registering courses proposed by my academic advisor as described in this template in the above-mentioned semester and that if I do not comply, I will be fully responsible for any decrease in GPA or time discrepancies between The courses that prohibit their registration and thus graduation delay.

Number of registered credits by the student on the academic system:
Number of units proposed to be registered by the academic advisor:

Name of Academic Advisor:
Date:

Signature:

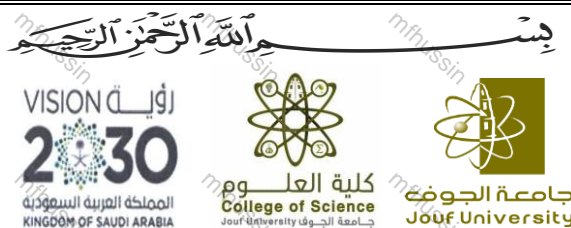
Student Signature:

Notes: 1 - If there is a change on the student table registered on the system is filled out form and attached deletion and attached to the Unit of Student Affairs after signing.



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Number and percentage of students who passed the period of academic stumbling to the number of defaulters

Serial	Stumbling student's Name	Academic Number	First Semester rate 14../14..H	Second Semester rate 14../14..H
1				
2				
3				
4				
Number of students who are stumbling		Number of students who have passed the stumbling stage	Ratio	

College Dean

Supervisor of the faculty academic guidance unit

Academic advisor's

.....

.....

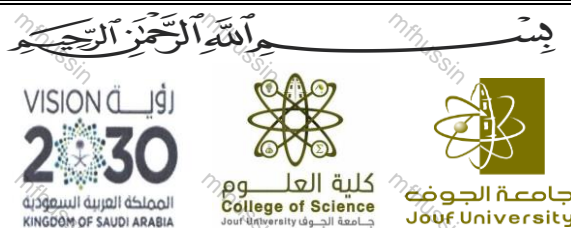
.....

Sample (7) form for the inventory and follow-up of the academic guide for students who have failed to study the students of his guidance group



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college	Academic advisor	Department	Number of students guided by the advisor	Number of students defaulting	The Names Students defaulters academically			Cumulative average	Specialty	Study level
					N	University number	Name			

Causes of stumbling	
Guidance methods used in the treatment of academic stumbling	

The cumulative average for students in the next semester	University number	Name of Students	Cumulative average	Signature of the student	Mobile number

Name of advisor

Supervisor Guidance Unit

Dean of the College