

The Academic Advising Committee Plan – 2022/2023

No.	Tasks	Time	Procedures
1	<ul style="list-style-type: none"> ▶ Reorganizing the process of linking students with their academic advisors from among the faculty members of the program, by referring to fair distribution criteria between the faculty members of the department. 	1 st week to the 2 nd week	<ul style="list-style-type: none"> ▶ Academic Advising Committee (AAC) in coordination with the Academic Advising Unit (AAU). ▶ Technical procedures are held through the academic system of the university (ASU).
2	<ul style="list-style-type: none"> ▶ Activating the service of an academic advisor for new faculty members and linking students with them to establish a balance in the advising service between all faculty members. 	2 nd week	<ul style="list-style-type: none"> ▶ Academic Advising Unit whenever necessary. ▶ A transaction attached with the new faculty members, to link the students with faculty members through the academic system.
3	<ul style="list-style-type: none"> ▶ Receiving a list of the names of academic advising students from each academic advisor as they are found on the electronic portal and their academic statuses. 	2 nd week	<ul style="list-style-type: none"> ▶ Provide a Google Drive to collect the files from the academic advisors under a folder with their names. This step is repeated each semester.

4	<ul style="list-style-type: none"> ▶ Receiving the instructional hour's schedule from each academic advisor. 	2 nd week	<ul style="list-style-type: none"> ▶ Provide a Google Drive to collect the files from the academic advisors under a folder with their names. This step is repeated each semester.
5	<ul style="list-style-type: none"> ▶ Examination of the academic record and study plan for each student by his academic advisor to verify the student's commitment to the plan 	1 st week	<ul style="list-style-type: none"> ▶ The Academic Advising Committee, in coordination with the Academic Advising Unit, at the beginning of each semester.
6	<ul style="list-style-type: none"> ▶ Individual and group counseling workshops were conducted by each academic advisor with the students associated with him throughout the semester. ▶ Helping students find direct solutions to the academic, psychological or social problems they face. 	1 st week to the last week	<ul style="list-style-type: none"> ▶ Follow-up by the academic advising committee in coordination with the academic advising unit throughout the semester. ▶ The Academic Advising Unit circulates the advising practices sent to it from the Academic Advising Center at the university.
7	<ul style="list-style-type: none"> ▶ Preparing a student advising program through important titles that are limited and activated in the educational activity. 	1 st week to the last week	<ul style="list-style-type: none"> ▶ One of the Academic Advising Committee's initiatives in coordination with the college's academic advising unit. ▶ Through the semester.

			<ul style="list-style-type: none"> ▶ Titles are chosen within the meeting of the Academic Advising Unit in the Scientific Program Committees.
8	<ul style="list-style-type: none"> ▶ Activate academic advising and office hours. 	1 st week to the last week	<ul style="list-style-type: none"> ▶ One of the initiatives of the scientific programs and the Academic Advising Unit.
9	<ul style="list-style-type: none"> ▶ Raise awareness of graduate students about the importance of exit exams. 	10 th week	<ul style="list-style-type: none"> ▶ A lecture on career counseling in cooperation with the Alumni Committee.
10	<ul style="list-style-type: none"> ▶ Listing the students who fail the program, those whose cumulative averages are less than 2 out of 5. 	6 th week	<ul style="list-style-type: none"> ▶ Academic Advising Committee in coordination with the Academic Advising Unit of the College. ▶ Follow-up by the Academic Guidance Committee unit in the department and the unit in the college.
11	<ul style="list-style-type: none"> ▶ Listing talented students to the program, whose cumulative averages are above 4.75 out of 5. 	6 th week	<ul style="list-style-type: none"> ▶ Academic Advising Committee in coordination with the Academic Advising Unit of the College. ▶ Follow-up by the Academic Guidance Committee unit in the department and the unit in the college.

12	<ul style="list-style-type: none"> ▶ Counting the averages of all students from all levels in the program. 	6 th week	<ul style="list-style-type: none"> ▶ Academic Advising Committee in coordination with the Academic Advising Unit of the College. ▶ Follow-up by the Academic Guidance Committee unit in the department and the unit in the college.
13	<ul style="list-style-type: none"> ▶ Advising students who are granted an additional opportunity, after a statistical form is carried out by the Academic Counseling Unit, after which the necessary steps are determined by the Counseling Unit and the Coordinators of Counseling in the Scientific Programs to follow up on these cases by the counselors of this category of students. 	Starting from the beginning of the semester until after the first midterm results	<ul style="list-style-type: none"> ▶ One of the initiatives of the Academic Advising Center at the university ▶ During each semester. ▶ Follow up on the results of the first midterm and the semester results by the academic advisors and take the appropriate decision between the academic advisor and the student regarding the apology for the semester or the continuation before the specified deadlines.
14	<ul style="list-style-type: none"> ▶ Electronic activation of office and advising hours for students. ▶ Weekly programmed virtual office and advising sessions. 	1 st week to the last week	<ul style="list-style-type: none"> ▶ Guidance hours. ▶ Office hours. ▶ Virtual sessions on the Blackboard.

	<ul style="list-style-type: none">✓ Individual and group counseling practices.✓ Social, psychological, and vocational guidance.✓ Forums and panel discussions.✓ Instructional content on the Blackboard.		<ul style="list-style-type: none">➤ The number of beneficiary students
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Academic Advising Committee

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