
Academic Advising Manual

2020 - 2021

Majmaah University

This manual emphasizes most of the practical and prospective aspects of academic advising delivery system to the benefit of the student community. Deliberately, it addresses everything about academic advising. Ought to be utilized as stepping stone, and constructive counselling for an academic excellence through an academic advising program providing the framework for a coherent approach to implementing a well-functioning program that would meet our institutional goals at the Faculty of College of Applied Medical Sciences, Department of Nursing , Majmaah University, AlMajmaah, KSA

The information is based primarily on Academic Advising & counselling which shall benefit the process of successful graduates towards the Kingdom's Vision 2030

1. Academic Advising:

Academic advising is a key to success for growth and global stand of any higher educational institution. At the faculty of Department of Nursing , College of Applied Medical Sciences (CAMS), Majmaah University, AlMajmaah, academic advisers are treated as valuable assets to student's community as they plan their undergraduate career and, finally, prepare for graduation to meet the demands of the market industry. Academic advising is a legitimate process that stands for guiding the students / Advisee on different issues related to their academic advancement and to help them find solutions to different academic problems. Academic advising is related to assisting students with educational decision, degree requirements, academic policies/ procedures, as well as broader concerns such as career and graduate institutional options in the Major.

Academic advising synthesizes and investigate students' educational experiences within the structure of their ambitions, abilities and lives to extend learning beyond campus boundaries and time frames. This Academic advising system is based on Four Stakeholders involved in the process of Academic advising at the Faculty of Department of Nursing , College of Applied Medical Sciences, Majmaah University are:

- 1) The Advisee / Students.
- 2) The advisor / Counsellor (faculty member Played as Academic Advisor or Career Advisor).
- 3) The Head of the Academic Advising Unit/Committee.
- 4) And the Department counsel / Program.

2. Role of the Academic Advisor and Advisee / Student:

An Academic Advisor is a faculty member of the Department for the process of guiding the students / Advisee on various affairs related to their current academic and future progress.

Following are some of the responsibilities designate for the Academic Advisor:

- (1) Advising the undergraduate students regarding curriculum study plan relevant to the Program at the faculty of Department of Nursing .
- (2) Analyze, view and sign the check sheet after each semester to examine the progress of a student.
- (3) Arrange, administer and announce open days on an annual basis.
- (4) Direct student orientation and advising services.
- (5) Coordinated internship and abroad study (Career advising).
- (6) Welcomes and Manages the student transfer system (inter departmental or international).
- (7) Monitoring the student absenteeism percentage to prevent semester detention.
- (8) Advisor administer the online feedback system for various outcomes of the program, course and other services on time by utilizing the electronic Edugate system.
- (9) Advisors also provides information and guidance to outgoing students to seek an interview at reputed hospitals for Internship training.

The advisee / Student has the responsibility to:

- (1) Admit that advising is a shared responsibility and accept final responsibility for all decisions.
- (2) Analyze personal values, abilities and goals.
- 3) Assemble for pre-planned advising sessions and bring relevant materials when contacting the advisor.
- (4) Contact and make appointment with the advisor when required or when in need of assistance.
- (5) Become knowledgeable about policies, procedures and requirements, i.e. add/drop policies and deadlines, graduation and general education policies.

3. Credit Hours Limit vs. GPA:

The policy of credit hours limit vs. Grade Point Average (GPA) is listed under the university rules. In the table given below is the description of the policy given by the Deanship of Admission and Registration.



مثال لحساب المعدل القسلي والتراكمي

الفصل الأول:

عدد النقاط	وزن التقدير	رمز التقدير	الدرجة المئوية	عدد الوحدات	المقرر
٩٠٠٠	٤٠٥٠	ب +	٨٥	٢	١٠٢ سلم
٩٠٠٠	٣٠٠٠	ج	٧٠	٣	١٣٤ نجم
١٤٠٢٥	٤٠٧٥	أ	٩٢	٣	١٤٠ تقن
١٦٠٠٠	٤٠٠٠	ب	٨٠	٤	١٠٦ فيز
٤٨٠٢٥				١٢	المجموع

$$\text{معدل الفصل الأول} = \frac{\text{مجموع النقاط}}{\text{مجموع عدد الوحدات}} = \frac{(48025)}{(12)} = 4002 \text{ من } 5$$

الفصل الثاني:

عدد النقاط	وزن التقدير	رمز التقدير	الدرجة المئوية	عدد الوحدات	المقرر
١١	٥٠٥٠	ب +	٩٦	٢	١٠٢ سلم
١٢	٤٠٠٠	ب	٨٣	٣	٣٢٧ كيم
١٢	٣٠٠٠	ج	٧١	٤	٣١٤ رياض
١٢	٤٠٠٠	ب	٨١	٣	٣٢٦ فيز
٤٧				١٢	المجموع

$$\text{معدل الفصل الثاني} = \frac{\text{مجموع النقاط}}{\text{مجموع عدد الوحدات}} = \frac{(47)}{(12)} = 392 \text{ من } 5$$

$$\text{المعدل التراكمي} = \frac{(\text{مجموع النقاط للفصل الأول}) + (\text{مجموع النقاط للفصل الثاني})}{(\text{مجموع الوحدات للفصل الأول}) + (\text{مجموع الوحدات للفصل الثاني})}$$

$$\text{المعدل التراكمي} = \frac{94250}{24} = \frac{(47) + (48025)}{(12) + (12)} = 397$$

4. Course Transaction (Add, Drop):

Form-6 is available for the students to register for upcoming levels and are entitled to enroll in any course for which they have passed / cleared the Pre-Requisite using a add & drop form duly signed by the respective persons. Moreover, the Students are asked to discuss the Course transaction with the academic advisors in order to satisfy the need for the track (Level 6 and above students), they wish to pursue in their future semesters. Figure 1.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majma'ah University
College of Applied Medical Sciences

جامعة المجمعة
MAJMAAH UNIVERSITY

الجامعة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
الكلية التطبيقية الطبية

نموذج حثف وإضافة مقررات للطلاب الذين لم يتمكنوا من إضافتها / حثفها من خلال بوابة النظام الأكاديمي
(Adding and Dropping Form for Students who are Unable to Add/Drop through the Academic System)

ID Number: (361101457) رقم الطالب: 361101457
(Not Graduate) غير خريج (Graduate) خريج (Student Status)
No. Of Registered Hours (Current Semester): (49.0) عدد الساعات المسجلة للطلاب (العام الحالي):

Rationale / السبب	Section No	الاسم	القرس
<input type="checkbox"/> (Over-Load) تجاوز الساعات <input type="checkbox"/> (Pre-Request) متطلب سابق <input type="checkbox"/> (Clash) تعارض <input type="checkbox"/> (Closed Section) شعبة مغلقة <input type="checkbox"/> (Others) سبب لآخر	1838/1835	ADD	5112419
<input type="checkbox"/> (Over-Load) تجاوز الساعات <input type="checkbox"/> (Pre-Request) متطلب سابق <input type="checkbox"/> (Clash) تعارض <input type="checkbox"/> (Closed Section) شعبة مغلقة <input type="checkbox"/> (Others) سبب لآخر			
<input type="checkbox"/> (Over-Load) تجاوز الساعات <input type="checkbox"/> (Pre-Request) متطلب سابق <input type="checkbox"/> (Clash) تعارض <input type="checkbox"/> (Closed Section) شعبة مغلقة <input type="checkbox"/> (Others) سبب لآخر			
<input type="checkbox"/> (Over-Load) تجاوز الساعات <input type="checkbox"/> (Pre-Request) متطلب سابق <input type="checkbox"/> (Clash) تعارض <input type="checkbox"/> (Closed Section) شعبة مغلقة <input type="checkbox"/> (Others) سبب لآخر			
<input type="checkbox"/> (Over-Load) تجاوز الساعات <input type="checkbox"/> (Pre-Request) متطلب سابق <input type="checkbox"/> (Clash) تعارض <input type="checkbox"/> (Closed Section) شعبة مغلقة <input type="checkbox"/> (Others) سبب لآخر			

اسم و توقيع الطالب: Mazon Alqahtani

Academic Advisor Recommendation:
 (Not Agree) غير موافق (Agree) موافق
 Justifications: Kindly do the need for...
 G.P.A = 4.60
 Level = 2

اسم و توقيع (Name & Signature): Mazon Alqahtani

Recommendation of Head of Department:
 (Not Agree) غير موافق (Agree) موافق
 Justifications:

اسم و توقيع (Name & Signature):

وحدة التسجيل والتخطيط الدراسية:
 Dr. Mazon Alqahtani
 Unit:
 تم التنفيذ (Executed) لم يتم التنفيذ (Not Executed)
 (Rationale) (Justification):
 يُحال إلى (Referred to):

* The form will not be accepted if data is not completely filled.
 * The student can get the form from the academic advisors.

ان يتم الحثف من الطالب ان كان يدرس المقررات
 حثف مقرراته من البرنامج الأكاديمي

Scan by Easy Sca

Figure 1: ADD & DROP FORM

5. MU Grading system and GPA:

The grading system at MU is clearly stated well so that the student should have an eye watch on his progress:

السجل الأكاديمي

يسجل في سجل الطالب الرموز التالية:

الرمز بالإنجليزية	الرمز بالعربية	النقاط		حدود الدرجة	الرمز بالإنجليزية	الرمز بالعربية
Exceptional	ممتاز مرتفع	٤٠٠	٥٠٠	١٠٠ – ٩٥	A +	+ ا
Excellent	ممتاز	٣٠٧	٤٠٧	٩٥ أقل ٩٠	A	ا
Superior	جيد جداً مرتفع	٣٠٥	٤٠٥	٨٥ أقل من ٩٠	B +	+ ب
Very Good	جيد جداً	٣٠٠	٤٠٠	٨٠ أقل من ٨٥	B	ب
Above Average	جيد مرتفع	٢٠٥	٣٠٥	٧٥ أقل من ٨٠	C +	+ ج
Good	جيد	٢٠٠	٣٠٠	٧٠ أقل من ٧٥	C	ج
High Pass	مقبول مرتفع	١٠٥	٢٠٥	٦٥ أقل من ٧٠	D +	+ د
Pass	مقبول	١٠٠	٢٠٠	٦٠ أقل من ٦٥	D	د
Fail	راسب	٠	١٠٠	أقل من ٦٠	F	هـ
In-Progress	مستمر	-	-	-----	IP	م
In-Complete	غير مكتمل	-	-	-----	IC	ل
Denial	محروم	٠	١٠٠	-----	DN	ح
No grade-Pass	فاجح دون فترجة	-	-	٦٠ وأكثر	NP	ند
No grade-Fail	راسب دون درجة	-	-	أقل من ٦٠	NF	هد
Withdrawn	منسحب بغير	-	-	-----	W	ع

6. ODUS System:

ODUS stands for On Demand University System. ODUS system is responsible for the following:

- (1) Course Schedule
- (2) Course Transaction (Add and Drop)
- (3) Student Transcripts
- (4) Student Progress Monitoring Tool
- (5) Faculty Evaluation Survey Results

7. Nursing Academic Advising Policies:

- A. Assigning advisor

- B. Reporting on Student Progress
- C. Advising on Student Progress
- D. Graduation Requirement checking

A. Assigning Academic Advisors:

A student advisor is allocated by the department / Program, in the beginning of each semester. Maximum number of students per Academic Advisor is Twenty (20) based on the strength of the students per year of admission and distributed equally among all faculty so that the students gets benefited with quality of time. The Department announces the list of advisors using available means (Facebook, Emails, Notice Board and other means of communication) and students are asked to fill in a form (Form 1) that can contain his/her basic information. Two copies of the signed form are kept one with the academic advisor and the other with the department. Fig 1. shows the process.



Figure 1: Allocation and Documentation of Academic Advising Process.

B. Reporting on Student Progress:

A form-5, cumulative GPA analysis form is to be filled in the first week of the semester where course registration takes place, every student is asked to visit his/her to receive advice on courses to be registered. The advisor must check on the student performance in the last semester and compare it with the previous semester to include whether the student performance has been changed. Based on his observation, advisors are asked to:

- (1). Counselling shall be carried out to find out the reasons for decline in performance.
- (2). Helps student to choose his/her courses in the next semester and advised to perform well to improve the GPA.
- (3). Alerts the department if there were abnormal changes in the student performance (Increase or decrease in GPA by a difference of 0.5 to take appropriate measures).



Figure 2: Progress Reporting Process

C. Advising on Course Choice:

As a part of progress reporting on student performance, student is encouraged to discuss his/her choices of courses. Based on MU regulations and student performance in the last attended semester, academic advisor helps students to make his/her decisions. Those choices are documented in Form 2.

After registration is finalized (usually) in the second week of the semester, advisors are asked to check the student time tables on ODUS System and report on whether the student has followed the advice given and agreed during the week. Advisor reports student to the

department for further actions on Pre-Requisite Violations or on any other concerns that he / she finds.

E. Graduation Requirement Checking:

Advisor di follow the instruction given by the Department and check on each student to make sure that he/she has fulfilled all the requirements for graduation. As the student fulfill all requirements for graduation, department will ask to fill in a Form in order to receive a certificate that certify that they have completed successfully the requirements of a career track.

To obtain the master's degree in nursing, the student must successfully complete 39 credit hours, out of which 11 credit hours represent the University requirements, 39 credit hours represent the program requirements. For NRS master's degree graduation requirements, the student has to first complete a total of 13 courses (39 credit hours). In order to ensure that the student completed the course work, the electronic system (<https://edugate.mu.edu.sa/mu/azureLogin>) is available to both the student and program management for checking. After the student successfully completes 39 credit hours he would be eligible for obtaining his master's degree certificate. All of the graduation requirements are also documented and available to NRS:

<http://www.mu.edu.sa/en/deanships/deanship-admission-and-registration>

1. Open days: The Nursing CAMS, MU arranges Open Days at the start of every academic year, the office doors of the Academic advisors are decorated with **Vision & Mission signs**. So that anyone who wants to know more about the department and the field come to the academic advisors to know more. The Office hours of the Faculty members who are working as Academic Advisor by the department shows the time on which a student can come to his office and can get help.

2. Orientation day Meetings: The Dept. Nursing , CAMS, MU announces on Twitter, Face book, Email, LinkedIn, WhatsApp, Pinterest, Reddit, Gmail and MU website (Vice Dean page) the form necessary to be signed by the academic advisors. The students on the first week of registration sits with the advisors to make the necessary meeting for getting the advice on their selection of subjects during the semester, the student is advised on electives and also track choices (as per the Levels).

3. Record of Meetings with the advisors: Students are encouraged to get help by scheduling a meeting with their advisors by:

- (1) Looking into the schedule displayed on the office door.
- (2) Through electronic-Egugate system
- (3) Email the advisor by contacting him/her via his/her official email address @mu.edu.sa
- (4) In rare situations, arrange a telephonic meeting (for which the record will not be available).

The minutes of meetings are documented and verified periodically for improving the quality of education to benefit all students to a successful career towards the vision 2030.

Form 1

Personal Data

Student Name:

ID No.:

Specialty:

Mobile No. :

E. Mail:

Age:

Marital Status:

Academic Advisor:

Special Assistance Needed:

Updated Information:

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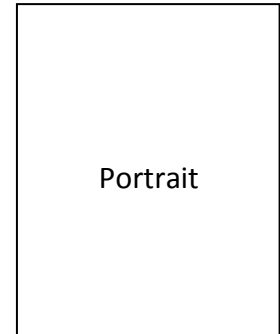
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Invitation for a Student to Attend a Counseling Meeting
For the Semester / 14..... - 14..... H

Student Name		ID Number	
Semester		Day & Date	H / /

You are invited to attend a meeting with the academic advisor
(.....) in his office at On / /
.H

Aim of the Meeting:

Review of Academic Achievement	Registration	Absence	Others

More Details about the Meeting:

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

Name of Student:

Signature:

Name of Academic Advisor:

Signature:

Student is invited via:

- E-mail.
- Text message.
- Telephone call.
- Others-specify:



Form 3

Advisor-Student Counseling Meeting

Student Name		ID Number	
Semester		Day & Date	

Cumulative GPA		Last GPA		No. of Warning Notices	
Total Studied Hours		Passed Hours		Registered Hours	
Program Hours		Remaining Hours			

Aim of the Meeting:

Review of Academic Achievement	Registration			Absence	Others
	Add	Drop	Others		

Summary of Meeting:

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.....

Name of Student:	Name of Academic Advisor:
Signature:	Signature:

Warning-Notice for Exceeding Absenteeism Percentage

First Notice

Second Notice

Student Name:	ID No.:
Department:	Date: / / 14 H
Course Name:	Section No.:
Course Code & No.:	

I'm warning you that your absenteeism percentage in the course mentioned above exceeds:

15%

20%

I hope, for your own sake, not to miss any more lectures/labs, since according to the university regulations you are not allowed to sit for the final exam if your absence percentage exceeds 25%.

Course Teacher	Head of Department
Name:	Name:
Signature:	Signature:

Student's Name and Signature Acknowledging Receiving A Copy of This Warning Notice.

Student Name:

Signature: