

Guidance and Counselling Services Manual

2020 - 2021

Majmaah University

Welcome to Counseling and Academic Advising Services. The Counseling and Academic Advising Services aims to direct students towards exploring and achieving their educational, interpersonal, career, and life goals. We guide the students through the academic experience from the time they first enter college until their final semester and help them align their academic and career pursuits. Advisors at the student guidance and counseling center will help you navigate the educational system to clarify the process and help to select courses and programs to meet your short and long-term goals. We provide comprehensive advising services, including life, career, and educational planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for transfer to a university, and job readiness.

Student counseling center services organize lectures, courses, and awareness workshops. Students consult full-time professional consultants and Academic Advisors at the “Student Counseling and Academic Advising Unit” at Majmaah University.

Student Counseling and Academic Advising Unit:

Mission:

- To provide academic, psychological, and sociological assistance to university students.
- For serving students by providing assistance and counseling to help them to solve their sociological, psychological, and academic problems.
- Building students self –esteem and supporting good behavior.
- Providing vocational and psychological counseling to students by guiding and helping them to achieve harmony in their academic life.
- To conduct preventive programs to raise students, awareness of sociological problems such as drugs and smoking... etc.
- Raising social workers and psychiatric counselors at the university.
- Conduction research concerning the most common problems among students.

Student’s rights:

Privacy

- Regarding all information provided by the student regardless of its nature.
- Regarding the place and facilities where the counseling is provided.
- Regarding the student’s cultural background.

- Privacy means accepting the student as he is, not how he should be.

Confidentiality:

Regarding any information provided to the counselor by the student, It is the right of the student to keep such information confidential unless he gives his consent to release such information. This is the fundamental right of the student, an essential professional practice, and also it supported by society.

Freedom of choice:

The student counseling Unit provides optional services available to willing students. Therefore, services are not imposed on any student. Moreover, it is the right of the student to choose the counselor that he feels more comfortable with to receive the unit's services.

Procedural guide for the Student Guidance and Counseling Center:**Organizational Link:**

Affiliated to the Deanship of Student Affairs - Vice Deanship for Student Affairs.

General Objective:

Aims to provide educational, psychological and social services in the best form to the university students. The center seeks, with all available means, energies, and capabilities, to form general culture aimed at developing the elements of the correct national and Islamic personality, as well as correct knowledge and scientific training. The center also seeks to achieve correct scientific knowledge stemming from the horizons of knowledge.

Main procedures:

Executive steps to accomplish tasks (previously mentioned as procedures) with details of their implementation:

1. Providing activities in the form of lectures, workshops, and panel discussions: At the beginning of each semester, University develops a comprehensive plan for the Student Guidance and Counseling Center, which includes Group counseling, individual counseling, and other activities.

In the case of group counseling, identify important educational programs directly related to the scientific specialization of the college, with the aim of overcoming study difficulties, and for scientific evidence on how to use and deploy this science in an optimal way to make it easier for the student and to provide information in the labor market.

Providing psychological, social, educational, behavioral, and academic counseling:

In this window of services, counseling services are provided to students in the form of directly and in complete confidentiality, and shall be in accordance with the following:

1. The student - who needs counseling - comes to the main headquarters of the center and we sit with him and talk directly about his problem, and we listen to him and talk with him in a professional way, so that we can completely help him to resolve the problem he came for.
2. We publish meaningful educational directives via social media i.e., Twitter according to the following: Important university events, exam schedule.
3. Receive new students at the beginning of each academic year: We carry out this procedure by selecting several guiding and indicative phrases suitable for the event, and publish them in the form of tweets through the Deanship of Student Affairs after designing them in the form of a guide card and with distinguished artistic direction.
4. Using measurement tools to find out the student's feedback towards the plan in all its forms.
5. After each group activity, we distribute feedback forms to find out the impact of this program on the behavior of the university student, and to know his opinion about the activity and its practical usefulness, with the aim of continuing development and achieving the required quality requirements in professional work.

Documentation of Guidance and Counselling Services.

Correspondence View	
Urgency: (Normal) Priority: (Normal) Secret Level: (Normal)	
Reference Number	34/6807
Correspondence Date	1444/02/22 H
Subject	Concerning: The plan for the first semester of the Al-Noujah Center and Student Counseling.
From Organization	Student Guidance and Counseling Center
Document Type	treatment
Sent Department	Deanship of Student Affairs
Preparing Department	
To	Aesa Nasser Aesa Alaesa
Action	To complete the necessary according to the understanding
CC	
Action	
Text	Honorable deans of colleges. God bless them His Excellency the Dean of the joint first year. God bless him : Peace be upon you and God's mercy and blessings be upon you The Deanship of Student Affairs, represented by the Student Guidance and Counseling Center, intends to organize lectures, courses and awareness workshops for university students through (Blackboard), and it is necessary to coordinate with the college for the participation of some of your interested faculty members. (Plan attached) Therefore, I hope that you will direct those who need to facilitate the task, and your specialist can communicate with the center through the following First: Coordinator of the Student Guidance and Counseling Center Mr. Issa bin Nasser Al-Essa at Ext. No. 1317 and on Mobile No. 0500186004 Second: Coordinator of the Student Guidance and Counseling Center for the Female Sections a. Nujood bint Rashid Al-Mutaib on Extension No. (4824) and on mobile No. (0560255270) We also hope that you will announce the official means of communication with the center by male and female students, which you will find explained at the bottom of the center's plan for male and female students, through the channels available to you to facilitate the students' access and communication with the specialist in the center when any consultation is needed .Thank you for your continued cooperation in all that is in the interest of the university's male and female students Please accept my best regards and appreciation Dean of Student Affairs .Dr.. Saleh bin Amilah Al-Rashidi



برامج مركز التوجيه والإرشاد الطلابي

الفصل الدراسي الأول لعام 1444 هـ

- 5 **كيف التعامل
مع مشكلة التسويف**
(حلقة نقاش)
- 6 **إيجابيتي سر سعادتي**
(محاضرة)
- 7 **رسائل إرشادية توعوية
في تويتر العمادة**
(مشاركات طلبة الجامعة)
- 8 **استقبال
الاستشارات الطلابية**
(مركز التوجيه والإرشاد الطلابي)

- 1 **ركائز اساسية
ليدأية فصل جديد**
(محاضرة)
- 2 **المناعة النفسية**
(دورة تدريبية)
- 3 **تنمية اليقظة الذهنية**
(محاضرة)
- 4 **خطوات تساهم
بالثقة بنفسك**
(ورشة عمل)

للتواصل والاستفسار

الطلاب
0164041317



الطالبات
0164044824

مركز التوجيه والإرشاد الطلابي

نموذج حالة طالب متعثر أكاديمياً (ج-١)

أولاً: البيانات الأولية للطالب:			
اسم الطالب:	الرقم الجامعي:	العمر:	
الكلية:	القسم:	المعدل:	
الجوال:	البريد الإلكتروني:		

ثانياً: ماهي المعوقات التي تواجهك من الناحية الأكاديمية:
.....

ثالثاً: ما هي الخدمات التي ترغب بالحصول عليها من قبل وحدة الإرشاد الطلابي:
.....

رابعاً: هل لديك مشكلة خاصة تؤثر على مسيرتك الأكاديمية وترغب من الأخصائي الاجتماعي أو النفسي أو الصحي أو الاقتصادي مقابلتك:
(.....) نعم (.....) لا
إذا كان الجواب (نعم) أي نوع من الاستشارة ترغب (.....) اجتماعي (.....) نفسي (.....) صحي (.....) اقتصادي (.....) غير ذلك

اسم الطالب:	التوقيع:	التاريخ:
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للتواصل مع مركز التوجيه والإرشاد الطلابي:		
البريد الإلكتروني:	a.alaiesa@mu.edu.sa	التحويلة: ١٣١٣ / ١٣١٧

مركز التوجيه والإرشاد الطلابي

نموذج دراسة حالة من قبل المرشد الأكاديمي (ج-٢)

أولاً: البيانات الأولية للطالب:			
اسم الطالب:	الرقم الجامعي:	العمر:	
الكلية:	القسم:	المعدل:	
الجوال:	البريد الإلكتروني:		

ثانياً: المعوقات التي تواجه الطالب أكاديمياً من وجهة نظر المختص بدراسة الحالة:	
..... 	
• هل سبق وأن قام الطالب بحذف أي فصل دراسي خلال دراسته بالجامعة؟ لا (.....) نعم (.....)	— إذا كانت الإجابة نعم يذكر عدد المرات التي تم بها الحذف
• في حال إقامة برنامج للمساعدة على التفوق الدراسي هل يرغب الطالب بالالتحاق بالبرنامج؟ لا (.....) نعم (.....)	

ثالثاً: الوضع العام للطالب من الناحية:	
١. الاجتماعية:	
..... 	
٢. النفسية:	
..... 	



٣. الصحية:

٤. الاقتصادية:

٥. الأكاديمية:

رابعاً: ملخص المشكلة من وجهة نظر المرشد الأكاديمي (يمكن اختيار أكثر من عنصر):

(.....) أكاديمي (.....) اجتماعي (.....) نفسي (.....) صحي (.....) اقتصادي (.....) غير ذلك

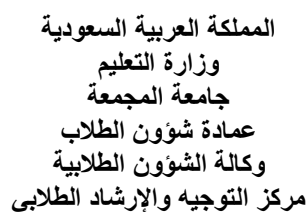
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سادساً: تقييم المرشد الأكاديمي لمدى إدراك الطالب لمشكلة تعثره الأكاديمي وما إذا كان على استعداد لتحسين وضعه:

اسم المرشد الأكاديمي:	التوقيع:	التاريخ:
البريد الإلكتروني:	الجوال:	التحويلة:

التواصل مع مركز التوجيه والإرشاد الطلابي:			
البريد الإلكتروني:	a.alaiesa@mu.edu.sa	التحويل:	١٣١٧ / ١٣١٣

البريد الالكتروني:	a.alaiesa@mu.edu.sa	التحوية:	١٣١٧ / ١٣١٣
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مركز التوجيه والإرشاد الطلابي
نموذج حجز موعد استشارة (ج-٤)

أولاً: البيانات الأولية للطالب:				
اسم الطالب:	الرقم الجامعي:		العمر:	
الكلية:	القسم:		المعدل:	
الجوال:	الايميل:			

[illegible]

اسم الطالب:	التوقيع:	التاريخ:
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للتواصل مع مركز التوجيه والإرشاد الطلابي:			
البريد الالكتروني:	a.alaiesa@mu.edu.sa	التحويلة:	١٣١٧ / ١٣١٣