

# Academic Advisory Guide

Majmaah University  
Al-Zulfi College of  
Education  
Chemistry Department  
Academic Advisory  
Committee





## **First: Academic Advisory**

**Academic advisory is totally the responsibility of the faculty members to introduce students to study and student systems. In addition, academic advisors help them to choose specialties that are commensurate with their abilities and potential, support them to progress in their study as best as possible, and to overcome obstacles and taking the advantages of services offered by the university.**

# Aims of academic advisory




- The main goal of academic advisory is to solve the problems of the students especially those related to their scientific major, and academic life; and to introduce them to study regulations and learning ethics. It also aims at taking care of students scientifically and academically.



# Academic advisory committee mission

- Follow-up the files of students who are at risk (academically) or expected to be and to develop appropriate plans to help them .
- Follow-up distinguished students' files, encourage them to continue their progress, brush away obstacles on their way, and to encourage them through special programs set for them.
- Follow-up non-attendant students , and develop appropriate plans to address the reasons behind their absence.
- Help students to understand the nature of the curricula and courses.
- Help students in determining the appropriate courses for them.



# Academic advisory committee mission

- Clarifying college and studying objectives and their values
- Informing students of all rules and instructions of the university systems, in terms of the exact percentage allowed for the absence, the acceptable excuses, as well as informing them of behavioral rules permitted or prohibited at campus
- Supervising the registration process for courses, with a fulfillment to the registration requirements and procedures, deletions and additions.
- Following-up students enrolled in each group, with a commitment to the minimum and the maximum load of the credit hours permitted by the university in accordance with the cumulative rate of the student



- Following-up students academic progress and guiding them academically and educationally.
- Providing alternative courses for the senior students for the purpose of graduation, and working to avoid the difficulties encountered them in their schedules.



# Guidance and Counseling

- It is the work done by a group of specialists and deals generally with the educational process. It seeks personal development of the student , makes use of students' self- capacity, works on the development of their skills, and encourages them to excellence and innovation.



# Branches of guidance and counseling



## Psychological Counseling

It is a work deals with the study of students conditions by psychologists to provide appropriate psychosocial programs. In addition, it helps specific type of students to be compatible with the requirements of university life, as well as to face their educational and psychological problems. It also provides programs, advice and necessary scientific (academic) assistance.





## **Social counseling**

It is the work deals with the study of students conditions by Social specialists to provide appropriate social programs to help them deal with and solve their problems (personal, family, etc. ...), helps students cope with stress (social, study), studies behavioral cases and provides preventive programs, takes care of talented and at risk students, and supports the relationship between students and faculty members.


# The relationship between academic advisory and guidance and counseling

<b>Guidance and counseling</b>	<b>Academic advisory</b>	<b>Subject</b>
<b>Social specialists and psychologists</b>	<b>Faculty members</b>	<b>In-charge</b>
<b>University students</b>	<b>College-specific students</b>	<b>Target</b>
<b>Social and psychological affairs</b>	<b>Pure academic affairs</b>	<b>Interest</b>
<b>Helping students to meet academic goals</b>		<b>Goal</b>
<b>All long the academic year</b>	<b>All long the academic year</b>	<b>Duration</b>
<b>Complementary to Academic Advisory</b>	<b>Complementary to Guidance and Counseling</b>	<b>Relationship</b>


## The role of academic guidance in the development of the academic advisor's skills

- **First: the skill of listening.**
- **Second: the skill of empathy.**
- **Third: the skill of discussion, debate and the ability to persuade.**
- **Fourth: the skill of decision-making and problem solving.**
- **Fifth: leadership skill.**
- **Sixth: the skill of planning.**
- **Seventh: the skill of a good example (role-model).**
- **Eighth: the skill of guidance for a set of students .**
- **Ninth: the skill of the organization and the investment of time**






## The role of academic guidance in the development of the students' skills



- First: Support orienting freshman with academic life, and helping to develop their skills to adapt to the new life.
- Second, the development of the students' skill in following-up their own study plan.
- Third: the development of the student's ability to choose the right specialization in accordance with their capabilities and tendencies.
- Fourth, the development of student capabilities in organizing and managing time.
- Fifth: the development of the students capabilities in (classrooms) through: providing students with the skills necessary to study, participate in the classroom, and take notes during the lecture
- Sixth, the development of study skills of the students , raise their capabilities in reading textbooks methods and support their self-confidence

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- Seventh: the development of collaborative participation skills, and voluntary work, through the involvement of students in the activation of academic programs.
  - Eighth: the development of the students skill in identifying the university regulations and requirements, system of deletions and additions, and how to deal with them in an easy and systematic way.
  - Ninth: the development of student skills in dealing with academic problems and identifying ways of solving them.
  - Tenth: the development of student skills to improve and rationalize the use of university resources.
  - Eleventh: the promotion of the concept of order and discipline among students.
  - Twelfth: the development of self-motivation and self-censorship in students, since they do not live, at this stage, under the direct supervision of parents.