

Ministry of Education

Majmaah University

College Of Education - Zulfi

Students Guidance Unit



وزارة التعليم  
جامعة المجمعة  
كلية التربية بالزلفي

وحدة الإرشاد والتوجيه الطلابي

## Academic Guidance Handbook

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Students' Guidance Unit



Guidance and Orientation Unit

## Contents

Dean's Speech .....  
Part I: Basic Concepts for Students' Guidance.....  
Introduction .....  
Vision .....  
Mission .....  
Objectives .....  
Mechanisms to Achieve the Unit's Objectives .....  
How to get the unit's services? .....  
Procedures for providing counseling services .....  
The most common terms of the academic guidance .....  
Part II: What is Academic Guidance Unit? .....  
The Organizational Structure of the Unit .....  
The Board's Terms of reference .....  
The Concept of Academic Guidance .....  
Philosophy of Academic Counseling: .....  
Academic advising axes: .....  
Academic Counseling Programs: .....  
    Skills of academic counseling: .....  
Academic counselor tasks for the college .....  
Academic counselor tasks for the student .....

First: technical tasks .....

Second: administrative tasks: .....

Third: General &Organizational Tasks .....

Part III: Mechanisms of Academic Counseling .....

Mechanisms of Academic Counseling .....

Procedural steps carried out by the academic consultant to achieve the objectives of the counseling .....

The Responsibilities, Roles and Duties of a Student in the Process of Academic Counseling .....

Records that must be Available in the Unit of Students' Counseling .....

The contents of a student's academic counseling Record .....

Part IIII: Academic Counseling Forms .....

**Dean's Speech:**

You're not alone; we are with you and work for you!

We are so pleased to welcome you with all our friendliness and love; you are one of the family members at the college of Education in Zulfi. So, we congratulate ourselves - as a staff- that you joined us in the college. We are pleased to grant you this handbook to be in your hands showing what might be ambiguous to you; it enlightens and guides you heading the right way and what should be followed during the whole period of study in the college.

Finally, we ask Allah to help and guide us to do what is good to the Nation.

**Students' Guidance Unit****Part I: Basic Concepts for Students' Guidance****Introduction:**

Students' guidance unit is considered as one of the most significant units, which has been formed in the Faculty of Education to help students achieve their goals and make the appropriate decisions. Therefore, the college always simplifies the administrative procedures to provide high quality services to its students according to the comprehensive quality standards that the college looks forward to achieving. The unit has been allocated a space and qualified staff to carry out the duties in a perfect way. Thus, the unit of students' counseling determined guidelines and mechanisms in order

to provide the necessary support for the students during their academic stay for achieving the flow of the educational plan and ensuring the requirements completion of the academic plan within the time limit.

The college pays a high interest to make self-confident students according to the announced objectives of the teaching program. However, it provides an academic advisor from the faculty members to supervise a certain group of students through helping them in case they need any assistance to fulfill the requirements for obtaining the bachelor degree, complete the requirements of the courses, achieve required skills, provide advice and solve problems and difficulties that the students face in and out the campus. This may affect directly or indirectly on their academic performance and choices in the future.

**Vision:**

Students' guidance unit is looking forward to being an outstanding and a pioneer in providing academic counseling and guidance to students. It helps creating an interactive environment between students and the college in particular, and between the students and the university in general. Also, it works to respond to the students' needs starting from the stage of registration until graduation to get to the peak of creativity and scientific excellence.

**Mission:**

Students' guidance unit is interested in preparing advice, scientific assistance, social and behavioral guidance to all students of the college to

develop their personalities and occupational interests. Also, it looks for developing their abilities, and encouraging them to be distinguished, creative and advanced. Moreover, it helps them to deal with various difficulties that may prevent their scientific progress through increasing their awareness of how they can overcome the academic and personal problems. It works to raise their scientific and intellectual potentials that make them successful in both academic and social lives.

### **Objectives:**

Students' guidance unit seeks to support students with influential advice considered curtail to their university life; it helps them to understand how to use problem-solving to create a young generation supplied with Education - Zulfi, knowledge and ability to make decisions through the following objectives:

- 1 - Support students by helping them to register courses until they get their scientific degrees, and guide them to overcome the academic and humanitarian problems.
- 2 - Provide students with the information they need about the university, the college, and the studying programs and to catch up the defaulters in education.
- 3 – Find out and solve the problems which might prevent the students' ability of being highly motivated.
- 4 - Providing all means of support to students by increasing their awareness of their academic responsibilities and encouraging them to exert more

efforts to solve their academic and personal problems that prevent achieving their educational goals.

5 - Providing students with the various academic skills that raise their academic achievements to pursue higher rates.

6 - Discuss students about their ambitions and develop their scientific and academic compatibility to earn the highest possible degrees.

7 - Helping students to exceed their academic and personal problems.

8 - Motivate students to do their best and highest qualified abilities and talents.

9 - Increase students' awareness of the importance of the optimal use of resources and equipment in the college.

10 - Set the instructions, programs and supported systems in the organizing process of the academic counseling.

11 - Develop a coordination mechanism between the unit and departments and their committees to ensure the presence of an integrated heuristic concept.

12 - Follow-up the updated laws and regulations emanated by the dean, authorities and relevant departments at the university. Then, it delivers them to both the counselor and the students by clarifying them up through workshops.

13 – Supporting the idea of counseling the students through various means of technology.

14 - Activating the students' academic status through opening a direct electronic window on the Internet between the academic supervisors and their students. Moreover, they can follow up their academic affairs regularly through the commitment on their academic schedules, transcripts, study plans and the university rules and regulations).

### **Mechanisms to Achieve the Unit's Objectives**

To achieve the objectives mentioned above, the board of the guidance unit - represented by its director- has to take what is necessary towards achieving its goals, particularly the followings:

1. Linking the study plans of the college with a developed programming system for registration, in collaboration with the deanship of information technology and the deanship of admission and registration at the university, so as no student can register any curriculum outside his study plan of his specialization. This mechanism aims at minimizing the manual errors and increasing the speed of completing the registration process relating to the students' academic status.
2. Early registration for the students of the college per semester to reduce pressure on the Admission and Registration Unit; to give greater opportunity of selecting convenient courses; and to form an actual expectation for the number of students registered in each course.



3. Programming the registration system to register no more than 12 hours per semester in case a student gets a low cumulative rate, as well as goes under the academic probation.
4. Opening a direct electronic window via the Internet between the academic supervisors and their students to follow their academic status regularly. The following aspects should be taken in consideration:
  - Commitment to the academic schedule.
  - Transcript to determine the academic status of the student.
  - Study Plans.
  - Academic calendar (to remind the advisor of all times).
  - The university rules and regulations.
  - Updated announcements in all college buildings to remind the students of periods like registration, addition, deletion, withdrawal etc...
5. Posting all courses' final marks on the university's electronic portal to decrease the faculty members' burden.
6. Organize and implement various programs and competitions that encourage students and motivate them to compete and seek to raise their "gpa" and academic performance levels, or granting incentive awards to the outstanding students in departments of the college.
7. Progressive interaction with faculty members through holding workshops and counseling programs that address a variety of topics and interests to students. They aim to sensitize and provide them

with information that contribute to protect them from falling into the difficulties and obstacles.

8. Raising awareness among students about the importance of the unit and its role in helping the students to move forward in their undergraduate studies at the best image, and encourage them to take required consultations to solve their problems.
9. Provide progressive advisory and training services for students. They aim to raise awareness of these categories of academic difficulties they may face, and equip them with study skills they need to increase their academic and compliance achievements.
10. Preparation of brochures and publications like posters, pamphlets and academic guidance bulletin to all employees of the college, students and faculty members including the followings:
  - Studying timetables for early registration.
  - The university rules and regulations booklet.
  - Academic calendar.
  - Identification of the students' orientation and counseling unit.
  - A booklet for academic advisors.
  - Instructions for the new guided students.
11. Doing specialized scientific research concerning students' issues and developing the unit's activities.
12. Coordination with the unit of students' affairs in relation to students' data, or any other related problems that might affect their academic status or interaction with the university community.

13. Coordination with the Admission and Registration Unit concerning students' academic data, registration, recorded credit hours etc... especially, for students who have special academic conditions and require academic treatment according to the rules and regulations of the university.

#### **How to get the unit's services?**

1. Contact the unit of students' counseling, or attend to the head office of the unit to deliver any request.
2. Filling out some necessary forms to open a special file before meeting the academic advisor.
3. Conduct an initial consulting interview with the academic advisor in the unit to determine the appropriate service to the student.

#### **Procedures for providing counseling services:**

1. Each student has the right to access all the services provided by the unit.
2. All applicants' files and data are treated confidentially.
3. The student has the right to see all the procedures of his provided service, and he is expected to cooperate with the unit through providing all required information.

### The most common terms of the academic guidance:

Term	Explanation
<b>Academic Year</b>	It consists of two semesters; a third summer session can be added and the university students are not forced to register it. It is called (Summer semester).
<b>Semester</b>	It is a period of time not less than fifteen studying weeks in which courses are taught. The weeks of registration and final exams are excluded.
<b>Summer Semester</b>	It is a period of time not exceeding eight weeks in which its credit hours are given as double. The weeks of registration and final exams are excluded.
<b>University ID</b>	It is a number indicating the academic year, the studying semester in which the student begins his study and the student's serial number in that year.
<b>Study Course</b>	It is a studying material within a specific study plan approved in each discipline (program). Each course has a number, code, name, detailed descriptions for vocabulary sets and a special file maintained by the department for the purpose of monitoring, evaluation and development. In addition, some courses have pre-requisites.
<b>Academic Record</b>	It is a list shows the courses taken by the student according to the studied semesters. It includes all the achieved "gpa" and cumulative in each semester.

<b>University Requirements</b>	It is a group of subjects required by the university and it is taught to all students for achieving its objectives.
<b>College Requirements</b>	It is a group of subjects studied by all students of different majors at the college to build a solid foundation of culture and knowledge.
<b>Major Requirements</b>	It is a group of subjects that belong to one of the scientific or human fields.
<b>Study Level</b>	It is one of the eight or more levels required for graduation according to the approved study plans.
<b>Credit Hour</b>	It is a 50-minute weekly theoretical lecture, or a 100-minute practical/field lesson.
<b>Registration Card</b>	It is a notice received by the student after registration directly showing the actual courses that have been registered.
<b>Academic Advisor</b>	He is a faculty member chosen by academic department in the college to guide students in the process of registering courses to each semester; he keeps noticed with their educational history starting from the very beginning of their enrollment at the university till graduation.
<b>Deletion and Addition Process</b>	It is a process to delete, add, or change the dates of a specific course or more, and it takes place during the first week of the semester.

<b>Semester Works</b>	It is a degree granted to students showing students' achievements over their academic semester like tests, research and other educational activities.
<b>Final Exam</b>	It is a comprehensive exam held only once at the end of the semester.
<b>Final Exam Mark</b>	It is a score which is given to students in every final exam at the end of any semester.
<b>Final Mark</b>	It is the total score of the whole semester works plus the final mark for each course, and it is calculated out of one hundred.
<b>Standing Rate</b>	It is the percentage degree that describes the grade obtained by the student in any course.
<b>In-complete Rate</b>	It is a temporary rate given to the student who is unable to complete his course requirements, and it is registered into his academic gate as (IC).
<b>In-progress Rate</b>	It is a temporary rate given to some courses requiring more than one academic semester to be completed, and it is registered into the student's academic gate as (IP).
<b>Semester GPA</b>	It is calculated by dividing the total points earned by a student on the total units for all courses studied in any semester. Points are calculated by multiplying the recorded units by the standing average in each course.

<b>Cumulative GPA</b>	It is calculated by dividing the total points earned by student in all courses he studied since joining the university on the total units scheduled in his study plans.
<b>GPA</b>	It describes the educational attainment's level of the student during the period of study at the university.
<b>Minimum Course Load</b>	The lowest number of studying units that should be registered onto the student's academic gate according to his cumulative average. It is determined by the University Council.

## Part II: What Is Academic Guidance Unit?

### The Organizational Structure of the Unit:

The board of the students' guidance Unit consists of the unit's director and some assistant faculty members who represent their departments. The board's session held - upon an invitation by the director of the unit - once at the beginning of the academic year to discuss the plan and the distribution of tasks and works according to their specialties. The board is held twice or more a month to study the programs offered by the representatives of departments, and to take the necessary decisions about the cases that have been studied by the academic advisors. Also, the board is held once at the end of the academic year to discuss the implementation of their work and to

report all the accomplishments, needs and future plans for adoption by the Dean of the college.

### **The Board's Terms of reference:**

The board of the students' guidance unit is authorized to approach and conduct the unit's affairs. It develops its policies and strategic plans to achieve the goals of the unit in light of the regulations and laws of that organization, and the unit's duties are:

- 1 - The adoption of the internal rules to regulate the work of the unit and determine the terms of reference not inconsistent with the regulations of the Counseling Center at the university.
- 2 - Provide academic information and guidance for students and increase their awareness of the university's mission, objectives and regulations.
- 3 - Identify the problems and personal obstacles that prevent the student's ability on his educational attainment, and work to change the negative thoughts and attitudes toward the university education and adopt more positive thoughts.
- 4 - Diagnose and measure the areas of weakness in the basic skills that prevent the students' achievements.

### **The Concept of Academic Guidance:**

The academic guidance represents a cornerstone and a pivotal role for the educational system to confront the social variables, economic and humanitarian built into the system and philosophy of education.



The academic counseling is represented through the central axes of the counseling process; the educational institution and the student. This role is strengthened by the academic counselor who works in the unit during the academic year. Moreover, the academic counseling is integrated through consciousness and understanding of all educational counseling parties. It also aims at guiding the student to achieve the intended success and to be adopted in the university environment.

This goal is achieved by providing students various academic skills that increase their academic achievement and scientific ambitious. This also includes educating students about laws and regulations of the university through various academic services like individual academic counseling, counseling programs and various consultations. In addition, Academic counseling helps students to formulate their goals and make the appropriate decisions regarding their academic and professional future through maximum utilization of all available potentials and alternatives.

Academic counseling works continuously to simplify and facilitate the administrative procedures to provide the best services for students in short time according to the comprehensive quality standards that the college seeks in the light of the growing of educational projects investment, intellectual and scientific research.

#### Philosophy of Academic Counseling:

The Philosophy of academic counseling entails social, economic, cultural, knowledgeable and humanitarian bases that seek to achieve some related characteristics like flexibility, adoptability and facing individual needs. This

philosophy focuses on ensuring the success of educational process and achieving the best educational outputs for the student by helping him to choose the best alternative each semester according to the study plan, the academic status and the progress of studying, so that the student will reconcile between his educational needs and personal circumstances.

### Academic Advising Axes:

The academic advising Axes are:

#### 1- The student

A student is considered the center of the academic process. However, in the absence of organized and oriented academic counseling, the student should be aware of university rules and regulations as soon as he gets admitted at the university. As a result of the individual differences among students, some of the students know the rules and regulations by themselves so that they adapt themselves to these rules and regulations. In contrast, some of the students are unaware of these rules and regulations, or the academic counseling is not effective so that they are led to academic problems like low GPA, failure, dismissal, etc.

#### 2- Educational institution Which is represented through:

- **The Academic Advisor**

The academic counselor (faculty members and their assistances) helps student to take the right decisions that will assist them successfully and effectively during their study.

- **The Admission Deanship**

The role of admission deanship is summarized in registering courses based on the signature of academic counselor on the registration forms.

Moreover, it follows up fixing grades and the student's record, and it applies the rules and regulations of the university and the college in accordance with the major of the student.

- **The College**

The college is the entity that issues the study plans for each major. It also assigns the academic advisor after counting the number of admitted students and the faculty members at the college.

- **Developments of the rules and regulations of the university**

Students might be faced with organized university decisions that aim to improve and update the academic system. This process affects the student positively or negatively which in turn have an effect on the regular student.

#### **Academic Counseling Programs:**

The academic counseling programs represented through the followings:

- Orientation programs for new students to introduce them to the system of study and tests and to achieve the necessary adjustment on the studying at the university and informing them of their rights and duties.
- Counseling programs to help students with special needs during their university life to achieve the highest level of academic achievement

based on their abilities in addition to studying their problems and working to resolve them.

- Counseling programs for weak students to help them overcome the problems and obstacles they face and achieve the desired success.
- Counseling programs for outstanding students to help them to continue their success as well as encouraging and motivating them comparing with other students.
- Counseling programs for students who got scholarships to direct them to continue their study, and help them to overcome the obstacles or problems they may face to be good advocates in the future of their country.
- Organizing counseling programs for the students to help them improving their academic achievement.

These programs will be implemented by the unit of students counselling, where the unit will set an operational plan for the academic general plan at the university to be implemented. In addition, the unit will conduct an assessment of its plan and present it to the university authorities to draw an evaluated report about the counseling work at the university level.

#### Skills of academic counseling:

Successful counselor is the one who will be effectively able to communicate with his students, can specify their needs, listen to them, understand them, care about them, never attack them nor make fun of them; but rather he

works with them, and involves them in their study planning, where he invests in their experience and believes in their abilities. As a result, he will be able to help them and deal with the obstacles they face during their study. Hence, we can identify some of the skills that should be available in the academic counselor in order to achieve the goals set for him, and the most important skills are:

### 1- The skill of leadership

The skill of leadership is represented through forming positive relations with students to influence them, and help them to achieve their goals.

### 2- The skill of empathy:

It means participating students their feelings and emotions to understand them and to establish a good relation that help them to accept guidance, advice and counseling.

### 3- Planning skill

The planning skill is the ability of the counselor to help students to achieve their goals and turn it into achievable actions. In addition, he aims at helping them to choose the appropriate major to achieve long-term goals related to their academic and career future as well as helping them to prepare a plan to raise their GPA.

### 4- Organizational skills

It means the ability of the counselor to organize and to arrange the work of counseling to get the benefit of it, which also applies on organizing

students' records, registration files and course dropping, and many others of the counselor's work.

#### 5- Listening skills

It is important for the academic counselor to be a good listener to his students, so he knows their opinions, their ideas, their suggestions and the problems they face, which enhances their self-confidence and strengthens the relationship with them and can therefore lend them a helping hand.

#### 6- Decisions making and problems solving skill:

The academic advisor needs to adapt this skill when he listens to the students' views and when he interviews them to identify the problems they face. Hence, they learn how to identify the problem and develop hypotheses to solve it, and then help them to make the right decisions to resolve the problem.

#### 7- Group counseling

This skill specializes in dealing with a group of students involved in one matter such as ignorance of the rules, low achievement, absence or low GPA, and we want to deal with it in groups to save time and to achieve other goals like, involving students in solving their problems, reach the right results and make the appropriate decision. So, we gather all of them to be divided later into small groups to recognize the problem and discuss the causes and the consequences. Then, they develop solutions to deal with it and take the appropriate decisions to solve it.

### 8- Time management and investment skills

It is an important skill that includes agenda setting, formatting and determining the timeline for the counselor's work that includes registration dates, adding and dropping course, scheduling and organizing office hours for students to meet with their counselors.

### Academic counselor's tasks for the college

The Academic counselor tasks for the college are as follows:

- 1- Oversee academic counselors and follow-up the submitted cases.
- 2- Meet and welcome freshmen students on the first day of classes and introduce them to the college and university system and environment.
- 3- Distribution of students equally based on majors among faculty members.
- 4- Receiving cases sent to him from academics counselors, solving their problems or submitting them to the vice dean for academic affairs or the Dean of the college if needed.

### Academic counselor tasks for the student

The Academic counselor tasks for the student are as follows:

#### First: technical tasks

- 1- **Prepare student's file:** The academic advisor prepares a file for each student supervised by him, and each file should have the followings:

- 1- Student's data form
- 2- A list of the study plan that leads to student's graduation of the department.
- 3- Registration forms or notice of admission.
- 4- An updated copy of the academic record (transcript)
- 5- Other administrative documents that arise, according to the academic registration like (adding / dropping form).
- 6- Directing students to the one that can respond to their inquiries and discussing them in the following topics:

- **Courses registration process**

The academic counselor Studies the student's file and his major and then fills out the registration form for each student before the date of registration.

- **Choosing the course**

The academic counselor should be guided by the study plan file when he helps students to choose their courses, and he should make sure of the followings:

- The student should get grade (D) at least in all requirements and prerequisite prior to the study of each course, since the student will not be allowed to register the course that he did not study its prerequisite.



- Be aware of the minimum and maximum credit hours that the student can register on his current situation (student academic load).

## 2- Course schedule

Counselor makes sure that the student knows the time and place of the lectures, and there are no conflicts in student's academic schedule.

## 3- Explanation of graduation requirements

The student should pass successfully 142 credit hours to be granted bachelor degree, and they are distributed as follows:

- The completion of university compulsory requirements.
- The completion of faculty compulsory and elective requirements.
- The completion of major compulsory and elective requirements.
- The completion of elective courses.
- The completion of all requirements courses with (2.0) minimum GPA.

The academic advisor should help the student in the preparation of a timetable and a plan to complete graduation requirements, within the allowed time of the study.

#### 4- Explanation of grading(cumulative and semester)

Semester and accumulation performance of the Student is measured through the calculation of the semester GPA and cumulative GPA. They are both calculated using the following equation:

Grade Point Average (GPA) (SEMESTER/ACUMALATIVE) =

$$\frac{\text{Grade Point} \times \text{THE NO. OF CRDIT HOURS}}{\text{The total no of calculated credit hours}}$$

The total no of calculated credit hours

#### 5- Grades and grades points for each course

Percentage	Grade description	Grade Code	GPA (out of 5.00)
95 – 100	Exceptional	A+	5.00
90 – less than 95	Excellent	A	4.75
85 – less than 90	Superior	B+	4.50
80 -- less than 85	Very good	B	4.00
75 – less than 80	Above Average	C+	3.50
70 – less than 75	Good	C	3.00
65 – less than	High pass	D+	2.50

<b>70</b>			
<b>60 – less than 65</b>	<b>Pass</b>	<b>D</b>	<b>2.00</b>
<b>less than 60</b>	<b>Fail</b>	<b>F</b>	<b>1.00</b>

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his cumulative GPA and calculated as follows:

**(Excellent):** if the cumulative GPA is no less than 4.50 out of 5.00,

**(Very good):** if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00)

**(Good):** if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00)

**(Pass):** if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00)

The student who is eligible for first or second honors also must meet the following criteria:

- He must not have failed any course at the University or any other university.
- He must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his degree program.

- He must have completed 60 percent or more of the graduation requirements at the university from which he is graduating.
- First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) at the time of his graduation.
- Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), at the time of his graduation.

6- The following grading code is calculated as follows:

Code	Grade
P	Pass
F	Fail
CS	A course which requires substitution course
IC	Incomplete (temporarily )
IP	In-progress (requires more than one semester to complete)
SP	Semester postponement
DN	Denial of entering the final exam

### 7- Performance evaluation:

The academic advisor helps student in his academic loads based on his semester and cumulative GPA, so the student whose cumulative GPA is under surveillance can raise his GPA to remove this status. Academic advisor should explain to the student that the observation academy is not a punishment or discipline, but it enables the student to continue study with the minimum number of allowable academic load, (12) credit hours, to help him improving his performance. Furthermore, the student should understand that the graduation at an acceptable and reasonable level is more important than graduating in a low performance.

### Second: Administrative Tasks

#### 1 - Guiding a student to rules governing changing major:

Students are allowed to change their major at the end of the semester. However, the minimum cumulative GPA when transferring should be (3.5) at least. The student is transferred from one major to another after getting approval from the dean of the college in the light of the rules established by the College Board. All courses that have been studied by a student who has been transferred from one major to another are recorded in his academic record, including grades and semester and cumulative GPAs obtained throughout his study at the University.

It is common that students feel scared and asking for the transference when having academic problems, and these students need only

reassurance and helping hand through providing them with the learning skills.

### 2- Guiding a student to rules governing adding / dropping courses:

The academic counselor should distribute the form of adding/dropping on the students who want to change their schedule on the first week of the semester.

### 3- Guiding a student to rules governing withdrawing courses:

The academic counselor should sign the form for students who wish to withdraw from the course and they will get (Withdrawn) mark in their academic record. Students can withdraw course between the third week till the end of the eighth week. The withdrawn form should be approved by the college administration. However, the students must have at least 12 credit hours.

A student should be informed that absence is calculated from the first day of the semester. As the general policy of the college requires giving the student the first warning when his absence is 5% of the teaching hours and second warning when his absence is 10%. Furthermore, the student is denied from attending the final exam when his absences is more than 25% of the teaching hours, and he will be given failure mark in the course.

### 5 - Deferral and Dropping out:

It is a temporary withdrawal for a specific period of time (for two semesters or three consecutive semesters maximum) under which the student may

apply for a deferral, before the end of the first week of each semester, through submitting a deferral form to the unit of Students' Affairs in the College.

### 6 - Withdrawal from the University:

It is a permanent leave of the College without a possibility to return, except in rare cases specified and limited by the college. The form of Clearance is obtained from the unit of admission and registration in the college.

### Third: General & Organizational Tasks:

#### 1 - Problem Solving:

Academic consultant can help students to overcome difficulties and barriers related to their majors through the identification of the causes of those problems and proposing appropriate solutions. Some of these problems are:

#### 2 - Course Management:

It deals with inquiries like, which part of the curriculum requires the most attention? How to spend time studying the course? And how to appoint a teacher to them? Will they organize reviewing their lessons?

#### 3 - Time Management:

Are students aware of the time required for their studies? Are they wasting their time? What are their priorities? And how to distribute the required times for their courses?

#### 4 - The Relationship between Faculty members and students:

Are students' difficulties due to the material or the teacher?

#### 5 - Skills and Study Habits:

Do they study hard? How and when? And Where? With the presentation of proposals for improving their performance.

#### 6 - Special skills to Examinations:

Do students suffer from exam anxiety? And how to deal with that? Do they have the basic skills to prepare for and take the exams?

#### 7 - The Need for an Additional level of Ability (Teaching):

Encouraging students to make the necessary arrangements to increase their abilities, which enable them to continue in that course, and the realization and evaluation of this situation. This should be followed by providing additional assistance to them.

#### 8 – Deleting a Course:

It is Preferable to delete a course before the scheduled deadline, as in the following cases:

- When increasing the academic load for students (overload).
- To get a better performance in the remaining courses.



- To alleviate some of the physical and psychological pressures (such as pregnancy (for female students), medical treatment and some special problems).

### **Part III: Mechanisms of Academic Counseling**

#### **Mechanisms of Academic Counseling:**

Academic counseling aims at providing students with information and skills required for the completion of the Undergraduate work successfully and distinctively and stimulating student's abilities to the maximum degree possible. In addition, faculty members, based on their experiences, are supposed to guide students; introduce them to the requirements of the academic regulations; assist them in solving problems and difficulties they face during the study period, and registration procedure. Then, faculty members must clarify the mechanisms of Academic Counseling in the following aspects:

#### **1 – College Departments, and its academic programs and the organizational structure of the college:**

The college holds the responsibility to present sufficient data concerning the college organizational structure, and its academic programs to plan for undergraduate study and academic departments. This presentation is displayed in the college manual of Academic Counseling.

#### **2 –Absence/Attendance and Warning Letters:**

- Taking attendance starts from the very first day of the study and students must regularly attend lectures and practical lessons. Taking attendance is done through the electronic portal. Additionally, a student is deprived from any course or is denied his right to enter the final test if the percentage of his presence is lower than (75%) of lectures or practical lessons specified to each course all through the semester.
- The deprived student is considered failure in the intended course and deprived average is given to him.
- A student must be given a warning letter if his cumulative average goes under (2.00 points), and is consequently dismissed from the university if it happens that he takes three consecutive warnings3 - Dismissing:

A student will be dismissed from the college in the following cases:

- if he receives three consecutive warnings mostly due to the sharp decrease in his academic level while his cumulative average is less than (2.00). Moreover, the University Council may, upon the recommendation of the college Council, give a chance to those who can raise their averages by studying the courses available.
- If he has not passed the graduation requirements during the allotted period in addition to its half. The College Council may give an exceptional opportunity for the student to finish graduation requirements in no more than twice the original terms prescribed for graduation.
- The board of the college or its authorized representative has all the power to disregard deprivation and allow the student to enter the exam on the

condition that the student must submit an excuse accepted by the College Board.

- In case of acceptance the excuses the student is allowed to enter the exam. Still, he is required to show a percentage of (50%) of attendance of the total number of hours of the respected course.
- The University Council has all the authority, in exceptional cases, to address the situation of students who meet the two preceding articles via giving them an exceptional opportunity not exceeding two semesters at most.

#### 4 - Semester Drop request:

- A student is allowed to drop off a semester at least five weeks earlier to the start of the exams (the University determines the dates and announces them); this drop request should be reasonably verified to the college. Thus, the student is not considered failure in that intended semester and will receive a (*p*) average. However, the dropped semester is calculated as a part of the time required to finish the requirements for graduation.
- The requested drop must not exceed two consecutive semesters or three separated semesters as a maximum all through the student's stay at the university; then, the student's record is folded after that.
- A student is permitted to drop off a course or more per semester according to regulations approved by the University Council.

- If a regular student stops attending to the university for a full semester without a deferral request, his registration record will be folded; anyhow, the university board has all the right to fold a student's registration if he stops the study for a period less than what is mentioned above.
- A student is not considered disconnected in semesters that he/she takes as a visiting student at another university.

### 5 - Conversion:

#### 1) Conversion from one major to another within the college:

A student, after the approval of the College Board, is permitted to convert his/her major to another within the college according to the legislations set by the College Board. Furthermore, all courses taken by the converted student all along with his/her evaluations, semesters' averages and accumulative are shown in the student's academic record.

#### 2) Transference from one college to another within the university:

A student, with the approvals of the Deans of the two intended colleges, is allowed to transfer from one college to another according to the conditions and terms established and approved by the College Board. Furthermore, all courses taken by the transferred student all along with his/her evaluations, semesters' averages and accumulative are fixed in the student's academic record.

### 3) Transference from one University to Another:

A student's transference from another university is accepted according to the following rules:

- The student must have studied at a college or university recognized.
- Not being dismissed from the university transferred from neither for disciplinary nor educational reasons.
- To be eligible for transference terms and norms determined by both Boards of the college and the university.
- The College Board considers the equivalency of the courses taken by the student outside the university based on the recommendations of the departments that offer these courses. Consequently, all the equivalent courses are fixed in the student's academic record; however, those courses are not considered in the student's cumulative GPA.
- If it turns out, after the transference, that the already transferred student had previously been dismissed for disciplinary or educational reasons, his records (file) shall be deemed canceled ever since the date of his transference acceptance.
- The student is allowed to be transferred in any semester in accordance with procedures and deadlines stated in the university transferred to just in light of the general controls for the transference.

### 6 - The Visiting Student:

A visiting student is the one who studies some courses at another university or in another branch of the university to which he belongs. Courses equivalency takes place in accordance with the following controls:

- 1 - The approval of the college that is attended by the student in advance.
- 2 - To be from a recognized university or college.
- 3 – The course(s) taken by a student outside the university must be equivalent in a form and content to the course(s) included in the graduation requirements.
- 4 – The University Council-Board determines the maximum amount of courses that can be studied at other universities by a visiting student.
- 5 – A visiting student equivalent courses averages are not calculated in his/her cumulative GPA, but rather fixed in his/her academic record.
- 6 - Any other conditions set by the University Council.

### 7 – Allowances:

- 1 - The financial rewards (monthly allowances) are deposited into bank accounts of all students attending undergraduate and postgraduate students who do not work for any government agency. The amount of the reward for students in Humanities is estimated at SR (850) (theoretical disciplines) and SR (1000) for students in scientific disciplines.

2 - Rewarding monthly allowances lasts for all along the duration of the program scheduled to graduate in accordance with the plan approved by the University Council. In addition, the regular period is calculated from the semester in which the student is admitted, including dropped terms and conversion, but the deferred semesters are excluded.

3 – Allowances are not given for students dropping of or deferring a semester.

4 – Students who are already warned and/or their GPA is less than (2.00) are denied their rights in receiving their monthly allowances.

5 - Excellence rewards are awarded for students whose averages are excellent for two consecutive semesters during one year.

#### 8 - Exams:

1 -A student is neither allowed to enter the final exam after half an hour from its beginning nor permitted to leave exam room before the lapse of half an hour from its beginning.

2 - Cheating in the exam or any initiation to or violation of the instructions and rules of the exam procedure is considered illegal, and any student who commits any of these acts is penalized according to the law of students' discipline issued by the University Council.

3 - In cases of necessity, the Board of the College that offers the course may approve the re-correction of answer sheets during a period not exceeding the beginning of the next semester exams.

4 -A student is permitted to apply for a re- correction request to the department which offers the intended course. Then, the application is submitted to the College Board not later than the end of the final exams of the current semester for a final decision.

5 - The re-correction form includes the name of the student, his own ID number, Course Code and name, class number, the semester, absence percentage, cumulative GPA, warning letters, the name of the course instructor, the date of the exam, the justification for the re-correction request and a commitment from the student approving the validity of the details provided.

### 9 - Semester GPA and Cumulative GPA:

**Semester GPA:** It is calculated by dividing the total points earned by a student on the total units scheduled for all courses studied in any semester. Points are calculated by multiplying the unit scheduled by the standing average of every course studied by the student.

**Cumulative GPA:** It is calculated by dividing the total points earned by a student in all courses studied since joining the university on the total units scheduled to those courses.

$$\text{Semester GPA} = \frac{\text{Total Points}}{\text{Total Units}}$$

$$\text{Cumulative GPA} = \frac{\text{Total Points}}{\text{Total Scheduled Units}}$$



Procedural steps carried out by the academic consultant to achieve the objectives of the counseling:

A successful academic advisor is who he is able to interact with his/her students and capable of creating effective communication with them through the following steps:

- 1 - Introducing students to the goals of the college and its mission, its educational programs, scientific departments, alumni and business areas of its graduates, aspects of care and services provided to students. In addition, he is entitled to Insight, guide and gear them to choose the appropriate majors that match their abilities and potentials.
- 2 - Building a friendly relationship between him and students so as differences between them get vanished.
- 3 - Defining the functions and the role of the academic consultant with the students, and explaining them to the students.
- 4 - The announcement of the office and guidance hours, and the clarification of their importance for communication.
- 5 - Careful monitoring of students' scientific achievements in their registered courses and writing periodic reports attached in the students' files.
- 6 - Helping students in making use of e-learning site at the college.
- 7 - Urging students to participate in academic activities and extra-curricular activities.

8 – It is preferred for his role to be as a social and functional consultant for the students to stop on their social conditions and help them reach stability. He is expected to help students in their future career and contribute to opening up opportunities for working, training or doing further graduate work.

9 - The allocation of office hours to meet with students in his office to discuss the berries they encounter during their studies.

10 - Informing students with the necessity of keeping a copy of the deleting/ adding course form and any terms notices.

11 - To help students choose the specializations appropriate for their abilities and inclinations.

12 - To help students develop a plan of study adjustable as required.

13 - Supervision of the students' registration schedules and approving them.

14 - To make sure that students are enrolled for the minimum hours required, according to GPA.

15 - Supervising the process of deleting/adding courses.

16 – To guide and instruct week students, and meet with them to discuss the reasons behind their week performance.

17 – Giving further attention to the distinguished students, and seeking to award and honor them.

18 - Participation in organizing workshops to educate and aware students of regulations, administrative and academic systems in the college. In addition, he is supposed to organize certain workshops concerned with the academic success, and ways of better memorization.

19 - To report on the problems that need the intervention of the college administration.

20 -To urge and encourage students to take advantage of the library and manage time effectively.

21 - To encourage students to study in groups and take advantage of their peers.

22 –Addressing the respected faculty members if the student's level is noticeably low.

23 - In the case of attendance irregularity and/or weak summative achievement, the counselor intensifies regular meetings to accurately discuss the reasons laying behind such cases; hence, he is expected to solve them or reporting them to the Committee of Academic Counseling.

24 - Discovering talents and developing them.

25 - Raising a periodic report on the student's performance for the unit of guidance and counseling before the end of the semester. The report includes a student's academic performance (better or worse than the last) and the actions taken to deal with the worst performance.

26 - Organizing interviews periodically (at least once at the beginning of each semester) with each student of his supervised ones to:

- Identify the student's performance in the last semester.
- Urge students and encourage them to work hard and diligently, and praise the distinct ones.
- Discuss difficulties, if any, and search for appropriate solutions.
- Discuss the appropriate options for students in next semester (or deleting registration courses, raising the average, choosing specialization etc.).

27 - Providing assistance to students in case of having difficulty in registration.

### The Responsibilities, Roles and Duties of a Student in the Process of Academic Counseling:

Students play a crucial role in the Academic Counseling; they share the responsibility of following up the academic progress and asking for advice and guidance from the academic counselor who provides assistance to develop study plans. Such initiatives would merely support them to achieve their goals and aspirations in a successful practical life by leading them to select the suitable program efficiently and successfully. Accordingly, in order for the students to achieve the greatest return from these Academic Advising interviews, they should be prepared for these interviews by following the coming steps:

**Before meeting with the Academic advisor, the student must:**

- know the office hours for the academic advisor.
- appoint an interview with the academic counselor; these interviews are preferably to begin before each semester.
- write and prepare all queries and questions concerned with his academic appeal in advance.
- review the college guide that explains the department, the college and the university requirements and mark any item seems unclear to him. This would help the counselor prescribe a suitable remedy for the student's problems.
- prepare and organize correct information and related data before meeting with the academic advisor.

**During the Interview with the Academic Counselor, the student must:**

- prepare a list of questions.
- give a clear idea of his/her academic and professional objectives, and transparently share them with his/ her academic advisor.
- fix a target date for graduation and consult his/her advisor.
- work with his/her academic counselor to develop a program of study with a specific agenda for what is already planned to be studied in the next two semesters.

- raises all points and questions that may come to his/her mind since the academic counselor can easily help when a student has a clear vision of what he/she wants.

#### Follow-up interviews:

- Ensure implementation as recommended by the academic counselor once every two or three weeks, according to the agreement.
- To communicate or send electronically to the academic counselor any additional questions or concerns.
- To inform his/her academic counselor with any change, occurring to his/her academic program and which may affect his/her performance or academic goals.
- To ensure familiarity with the school agenda, especially critical and final deadlines which normally appear on the department panel.
- To build up an academic file including copies of all documents related to all counseling staff to find a quick answers to his/her questions.
- To bear all responsibility for academic performance as the Academic Counseling is the main mechanism of help.

#### Records that must be Available in the Unit of Students' Counseling:

##### 1 - Courses registration form:

A form in which a student writes down the courses he/she likes to study. This form should be signed by both student and academic advisor.

## 2 – Deleting/ Added Form:

A form where a student writes down the course(s) to be deleted or added. This form should be signed by both the student and the academic advisor.

## 3 - Course Withdrawal Form:

A form where a student writes down the courses desired to be withdrawn, and it should be signed by both the student and the academic advisor.

## 4 - Dropping off Form:

A form in which a student writes down a request for deferring a semester, and the exact time of study deferral.

## 5 - Academic Record:

It demonstrates the department, college and university requirements and courses.

## 6 - Guiding Card:

It is a statement showing all the courses required to be taken and which have not been taken yet.

## 7 - Notice of Registration:

It is a notice received by students directly after registration; it shows all the courses that have been registered already.

## The contents of a student's academic counseling Record:

1 - A copy of the acceptance letter.

2 - General data about student.

3 – Student's Plan.

4 - A copy of the student's schedule. Again, the academic counselor should be provided with a new copy of the timetable whenever there is any update (change).

5 - A copy of any academic act which a student may carry out such as dropping off a semester or a course, deferral, deleting/adding, etc.).

6 - A copy of academic record after the end of each semester.

7 - Regulations and instructions of graduation requirements completion.

8 –A statement or notice of transference from one department to another in the cases of conversion or transference, and a copy of the academic record from the department he/she is transferred or converted from.

9 - Any other documents or forms relevant to guidance.



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Students Guidance Unit



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وحدة الإرشاد والتوجيه الطلابي

**Student's invitation form with Students Guidance Unit  
Semester / Academic year of 14 /14**

**First: Student's personal data:**

**Student's Name:** ..... **Student's ID:** .....

**Level:** ..... **Semester:** .....

**Department:** ..... **Student's phone no.:** .....

**You have to show up in the office of students' guidance unit at:**

**Hour..... Day..... Date..... to discuss the following issues:**

- The weak academic performance**
- Reviewing courses progress**

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**Reviewing and evaluating attendance**

- Reviewing the exams alibies  
 Dropping course – dropping semester  
 Others

**Second: Meeting topic,**

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

**Third: Academic Counselor Recommendation,**

.....  
.....

**Coordinator of Students' Guidance Unit:**

**Name:** .....

**Signature:** .....

**Date:**.....

**Course Registration Form**

**Student's Name:** ..... **Student's ID:** ..... **Academic Year:**.....

**Semester:** ..... **Level:**.....**Department:** .....

**Course registration Data:**

Course code & no.	Course Title	Units no.	Lectures		Practical Lessons		Signature
			Day	Hour			

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**Student's Name and Signature Academic Counselor's Name and Signature**

Name.....

Name.....Signature.....

Signature.....

**Recipient's Signature**

**Student's Signature**

**Computer officer Signature**

.....

.....

.....

Issued on:     /     / 14

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**Deleting/ Adding Form**

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جامعة المجمعة  
كلية التربية بالزلفي  
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Student's Name: ..... Student's ID: ..... Academic Year:.....

Semester: ..... Level:.....Department: .....

Please, approve to add / delete the following courses:

	Course Name, Code	Theoretical Lectures		Practical Lessons	
		Day	Time	Day	Time
Courses require deleting					
Courses require Adding					

Reasons:

- This form is not considered as the approval of deletion or added unless it is approved by the Dean, and the student must print out his schedule within 48 hours from submitting the form.
- The student must submit the form to the administration of the college once he discovers any error during the aforesaid period. Otherwise, he is considered satisfied with what has been made.

- Academic Advisor :  Agree  Disagree
- The College:  Agree  Disagree

Student's Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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## Withdrawal Form

Dr. Mohammad Saleh Al-Obody

Signature: \_\_\_\_\_

Issued on:    /    / 14

Student's Name: ..... Student's ID: ..... Academic Year:.....

Semester: ..... Level:.....Department: .....

Course registration Data:

Course code & no.	Course Title	Units no.	Lectures		Practical Lessons		Signature
			Day	Hour			

Reasons:

- This form is not considered as the approval of deletion or added unless it is approved by the Dean, and the student must print out his schedule within 48 hours from submitting the form.
- The student must submit the form to the administration of the college once he discovers any error during the aforesaid period. Otherwise, he is considered satisfied with what has been made.

- Academic Advisor :  Agree  Disagree
- The College:  Agree  Disagree

Student's Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Dean:

Dr. Mohammad Saleh Al-Obody



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Date:

## Low-achievement student's Care Form

### First: Student's personal data:

Student's Name: ..... Student's ID:..... Academic year: .....

Level:..... Semester: ..... Department: .....

Student's Address: ..... Student's phone no.:.....No. of Warnings: .....

Guardian of:.....Guardian Phone no.: .....Cumulative GPA: .....

### Second: Academic Achievement and no. of Absentees:

Academic year: 14 / 143 H

1- Academic Achievement  
Courses:      Grade:      Improving       stable       Declining

2- Number of absentees      excused      unexcused

S1:

S2:

S3:

S4:

The total:

Third: Counseling Services that are available for a student:

Date:

- The time is managed (outside the college):
- Following-up Attendance:
- Following-up study:
- Design a schedule to organize time:
- Urging psychologically on the importance of study

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Modification

**Academic counselor**

Others

**Academic counselor's notes:**

His Excellency Dr.: ..... May Allah protect him

We ask your Excellency to follow-up the student's status, and to submit a monthly report about his accomplishments and his responses to guidance and advices.

**Student's personal data:**

Student's name:	Student's ID:
Academic year:	Department:
Semester:	Level:
Major:	No. of recorded Hours:
No. of warnings:	Cumulative GPA:

**Recommendations of Students Guidance Unit:**

.....  
.....

**Director of Students Guidance Unit:**

Name: .....

Signature: .....



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**Academic counselor data:**

**Name:**

**Job:**

**The name of academic counseling students:**

**Name:**

**Level:**

- 1- .....
- 2- .....
- 3- .....

**Group meetings:**

**Final report form of the counselor accomplishments  
semester / academic year of 143 /143**

1- Date of meeting:..... NO. Of attendants: .....

Topics that have been discussed

.....

**Individual meetings:**

Student's Name: ..... Date of meeting:.....

The subject: .....

When the subject is personal, write only personal: .....

Counselor evaluation of the program: .....

Points of strength: .....

**Points of weakness:** .....

**Suggestions for improvement:** .....

**Handed to the director of students' guidance unit in closed envelope on behalf of the academic counsellor.**

**Academic counsellor signature:**

**Issued on: / / 14**