

Academic Advising
&
Students Counseling
Regulations

First: Academic Advising (Colleges)

Academic advising: aims to helping the student to explore the choices available and help him to make decisions that are related to his study plan and choose the right major of academic specialization, and also familiarize the student with the university's regulations. In addition, each educational department provides a faculty member or a teaching assistance as an academic advisor for each student throughout the course of his study at Alfaisal University. The students are divided into small groups each of which has its own academic advisor.

Appointing the academic adviser: each college has to assign an academic advisor from the faculty members for each group of students.

Academic advisors' tasks:

1. Introduce the student to the college educational program and its regulations.
2. Help the student choose the best specialization fit to his abilities and interests according to his study plan.
3. Help the student register in the right courses every semester based on the student's GPA and the course's requirements, the student's abilities, and help him with his schedules till graduation.
4. Following up and analyzing the student's performance throughout the semester.
5. Help the student to overcome the obstacles and educational problems that he/she might face during his/her academic life and trying to help the student not to fail his courses or give up his education.
6. Help the student to discover his real self, make his own decisions, and overcome the obstacles that might hinder his academic performance.
7. Assist the student in mapping a study plan that will help him achieve his academic goals.
8. Following up with the student and discussing his results and attendance.
9. Students who are expected to graduate are allowed to register additional burden as a graduation requirement keeping in mind that they don't exceed 24 hours per week and with a cumulative GPA of at least 3.

Second: Student Counseling
(Counseling and Skills Development Unit/ Deanship of Student Affairs)

Student counselling programs:

1. Orientation programs for new students to familiarize them with the university's studying system, exams, and help them adjust to their new environment as well as informing them about what is expected from them and their rights and responsibilities.
2. Outreach programs from the Counseling and Skills Development Unit for the students who are educationally behind and help them overcome the obstacles standing in their way of achieving academic excellence.
3. Incentive programs for outstanding students to help them exceed, to encourage them and motivate other students.
4. Outreach programs organized for all students to help them improve their academic performance.

Counselling and Skills Development Unit services:

1. **Counseling:** group and individual counseling.
2. **Training:** courses in self-development and personal skills.

1. Counseling:

Individual counseling:

Individual counseling offers a chance to talk to a specialist about a problem or anything worrying the student. And the topics that can be discussed includes but not limited to:

- Managing stress and setting goals
- Studying challenges and academic skills
- Academic stress
- Life and psychological health problems
- Relationship problems
- Self-development and building self-confidence
- Financial problems
- Problems with parents
- Depression
- Worrying
- Emotional eating
- Sleeping disorder

- Overcome addiction and bad habits

Group counseling:

The group counseling offers ways to share experiences, learn new strategies, acquisition of new behaviors and skills, and having a feedback in a safe and supportive environment.

2. Training:

Counselling and Skills Development Unit offers workshops and presentations that help the students overcome self-development obstacles and promote capabilities.

Self-development training:

- Self-confidence
- Stress management
- Communication skills
- Time management
- Strategies of making decisions
- Relaxing skills

Academic excellence course:

- Learning strategies
- Strategies of taking exams
- Overcoming test anxiety
- Quick reading
- Mind map
- Improving memory and concentration

Counselling and Skills Development Unit procedures for the students who are being held back academically:

1. The counselor revises students' academic performance after their midterms and before the drop period ends. After sorting the results, the counselor contacts all the students who show low-grade levels and set a meeting to discuss their grades and explore ways to enhance their performance in that course or dropping it.
2. The counselor reviews the finals results at the end of each semester and monitor all the students whom their GPA is less than 2 and set dates for consultation sessions to examine the situation in details and suggest appropriate solutions.

Counselor tasks with students whose academic status = first academic warning

1. Every student whose GPA is less than 2 out of 4 receives a first academic warning and he/she is obliged to raise his GPA to 2 or more so the first academic warning can be removed from his academic status.
2. The counselor has to open a case study file and fill it out with the student in a private session.
3. The file has to include everything that has to do with the student's problems either medical reports or official excuses.
4. Studying the cases and finding solutions for the student and writing down a study plan and a studying schedule.
5. Asking the student to attend courses to improve his academic skills in the University.
6. Contacting the student's academic counselor in his college to know more about him.

Counselor tasks with students whose academic status = second academic warning

1. When a student fails to raise his cumulative GPA above 2 after his first warning, he receives a second warning. After that, the student has a one last chance to raise his GPA above 2.
2. Review the student's file and his study plan and ask the student about the problems he/she is facing.
3. Informing the student that he is in danger now and should take immediate action and make use of this chance to raise his GPA above 2.
4. If the student's specialization requires higher abilities than the student's then the student is advised to switch to another specialization that suits his abilities and is more suitable for him/her.
5. Make a study plan and monitor its implantation with the student.
6. Contacting the student's academic advisor and the faculty members of his college and ask them about their opinions regarding the student's situation.