

KING ABDULAZIZ UNIVERSITY

Admission & registration deanship

Academic advising

Teaching staff's Manual

Procedural Manual of the academic advising

Welcome

In continuation of the plan followed by admission & registration deanship at KING ABDULAZIZ UNIVERSITY with regard to activating the academic advising on Odus Plus, the following presentation explains some information and the new electronic features which help the academic advisor do his tasks efficiently.

General information

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The academic advising

The academic advising is regarded as one of the most salient aids for male and female students in order to mix with the academic environment and attain the highest scientific achievement level. Moreover, it is regarded as a necessity for achieving the university education objectives aspiring to motivate various talents of male and female students; in order to grow in an integrated way either academically or psychologically or socially.

In accordance with the aforesaid, the academic advising imposes responsibilities upon the educational process parties (college and student), i.e., total of the administrative and academic systems and regulations regulating the educational process march with its outcomes. Moreover, academic advising is characterized by practicing a vital role represented in improving the general picture of university life. In reality, academic advising is both a right for and a duty to male and female students.

Duties and responsibilities of the academic adviser

The academic advising is considered one of the teaching staff's duties and responsibilities complementary for his/ her main educational, research and administrative tasks.

1. Academic supervision of a host of students.
2. Registering students in each semester according to the educational track and courses available on this track.
3. Orienting students academically and behaviorally after identifying their abilities, scientific capacities and social circumstances in coordination with the social adviser.
4. Following up students' attendance in lectures, their scientific achievement in each semester plus their preparation for final examinations.
5. Following up students, analyzing their academic problems and submitting advice and guidance for them.
6. Urging students to participate in different university activities.

7. Identification of university's facilities and their duties; for example admission & registration deanship, students' affairs, dean's office, vice dean's office, department chairperson's office, educational affairs office, labs, classrooms, clinic and library.
8. Supplying male and female students with the relevant information from higher education by law; for example the university study system, the college wherein he/she is enrolled , semester average and GPA averages, withdrawal and Postponement systems, honor degrees.....etc.

Instruments of the academic advising

In order to effectively benefit the male and female students, there are very important instruments for the academic advising as follows:

- By laws and manuals.
- By - law of study and tests
- E- Academic advising system on Odus Plus System.
- E- Contact with students under academic advising.
- Requesting a meeting with the student under academic advising.
- Academic plan compliance.
- Registering for the courses (deletion or addition).
- Following up and statistics of students under academic advising.
- Guiding bulletins through university e-mail of male and female students.
- The training workshops of the academic advising.

Role of the academic advisor in the early registration

Early registration is the basic period for registering the academic courses; where the student can register the following semester schedule early through Odus Plus system which enables the student to review the following semester departments and finalize procedures of registering them early; so that the student can start the second semester with the first week putting into consideration that the early registration period starts in the middle of the semester prior to the semester the student registers for.

During the early registration period, the student is entitled to receive assistance on the part of the academic advisor with relation to selecting the courses appropriate for the student's academic status before registering for them and after completion of the early registration period as well. Furthermore, during the subsequent week, the registration period through the academic adviser starts. In case there are modifications to the academic schedule, the student can check with his/her academic adviser; because the academic adviser is entitled to make deletions and additions for his/her students under academic advising. In case the student doesn't select his/her major, the academic adviser helps the student start selecting his/her major according to the announced major selection period by the admission & registration deanship.

Registration period with the academic adviser

The registration period by the student is the basic period. The student's academic schedule is regarded as final without reference to the academic adviser. However; admission & registration deanship allows the students who have cases requiring modifying the academic schedule to receive assistance of the academic adviser; who carries out the following:

- On visiting the student, the academic adviser examines the student's mark script and the registered courses in comparison with the academic plan, then orient the student towards the courses matching his/her academic status and major.
- After that, the academic adviser can register, delete and add the courses directly through his/ her account on the registration system.
- The academic adviser ensures that there are no contradictions among academic schedule dates.
- All registration procedures must be finished before the academic year starts with a week, therefore the student isn't entitled to make any modifications to his/her preferences.

The new e-features which help the academic advisor

First: e-contact with the students under academic advising

After logging into the academic affair system (Odus Plus), we do the following:

1. Selecting the category entitled "the academic advising" at the top of the page; in order to display the available services for the academic advisor.
2. Press the link "e-contact with the students under academic advising".
3. At this page, we press "create a new topic" for contacting the students under academic advising.
4. The academic advisor is able to determine the discussion type, whether it is public for all students or private for students who will be chosen from the list below.
5. From the list "contact topics", we select the contact topic and the academic advisor is able to determine a number of topics to be discussed or select other topics for discussing a topic which isn't on the list.
6. After that we provide a brief about the topic; in order to provide students more information regarding this discussion plus writing the topic details.
7. After inserting all information, we press "send the topic"; so as to appear before the students under academic advising.

The academic advisor can delete or modify the discussion in case there isn't any reply from the students.

The academic advisor can communicate with the students and follow the students' interactions during the discussion.

Second: setting an appointment with the students under academic advising

1. Press the link "set an appointment with the students under academic advising.
2. At this page, press "set a new appointment".
3. We must choose one student or many students whom the academic advisor must pay a visit to.
4. We choose from the list "discussion topics", and the academic advisor can determine some topics for discussion or choose other topics; in order to discuss a topic which isn't on the list.
5. We determine the date and the place of visit.
6. We add a brief description of the topics which will be discussed with the students.

7. After finishing inserting all necessary information, we press the " save" icon.
8. The appointment will appear at this page with determining the appointment status. Furthermore, the student is entitled to confirm or postpone the appointment according to his/ her discretion.
9. The academic advisor can delete or modify the appointment according to the need.

Third: the plan conformity with the student's records

1. We press "the plan conformity with the student's records" icon.
2. We display registration status of each student and identify the registration problems in the student's academic schedule.
3. The academic advisor can set an appointment with the student through this page; in order to discuss his/ her academic schedule.

Fourth: following up performance of the students under academic advising

1. We select the "following up the students" icon from the academic advisor services.
2. We select one of these icons for following up the student, such as " the semester assessment for the course grade"; so as to follow up results of students and determine their performance through semesters or " the semester assessment for averages; so as to follow up the cumulative averages of the students during semesters or " the annual assessment for averages"; so as to follow up students' performance during the academic year.

When selecting the semester preference, statistics of students under academic advising appear.

Fifth: registration of the courses (deletion and addition)

1. After logging into Odus Plus.
2. We select the "academic advising" icon at the top of the page; in order to display the academic services of the academic advisor.
3. From the service list, we press the "deletion and addition of the academic plan departments" link.

4. The symbolic codes of the course status appear at this part; where we have this code "right mark" icon which refers to a passed course, while the code "gears" icon refers to a course to be currently studied.
5. Through this page, the academic advisor can review the student's academic plan and identify the courses which the student should register for according to the academic plan.
6. At this page, we can know the course requirements which the student should meet; in order to register for this course.
7. When pressing "press here for knowing the course requirements" icon, a new window will open where the course requirements appear.
8. For registering one course or more courses, we tick the "right mark" icon before each course with putting into consideration selection of not more than the courses permitted for the credit hours.
9. When finishing the selection process, we press the "department display" icon for displaying the departments of the previously selected courses.
10. At this page, the department list of the selected courses will appear so as to be registered in the student's academic schedule and identify restrictions which don't comply with the student. You can press the link "press here to know the restrictions".
11. A new window will open through which we will check the restrictions which don't comply with the student and which prevent registration of this department for the student.
12. After that we will select one department for each course with putting into consideration appropriateness of time for the student.
13. After finishing selection of a department for each course, we will press the "registration" icon.
14. Courses have been registered with success for the student. So, in order to know the courses which haven't been registered go below to the registration

mistake table and identify the reasons for non-registration of the course for the student.

15. To replace a department with another for the same course without the need for deletion or addition of the department again; go to the "replacement" icon apparent before each department in the student's schedule.
16. The department collection appropriate to be replaced with the current department will appear. After that, we select one of these departments and press "registration" icon.
17. In order to delete a course from the student's schedule, we select "deletion from the web" icon from the operation list, and then press "change execution" icon.