



جامعة الملك خالد

عمادة شؤون الطلاب - مركز التوجيه والإرشاد  
كلية طب الأسنان- وحدة التوجيه والإرشاد

## Academic Advisor Guide

### introduction:

University education represents one of the distinguished educational stages in any society. It affects the building of the student's integrated personality in addition to the positive change in his attitudes. The success of the educational processes depends on pillars, the academic and vocational guidance process is considered one of the most important. The problems facing the student are treated early, before they complicate.

### Academic Advising:

One of the main educational tasks and duties of a faculty member, in which the academic advisor is responsible for providing assistance to a number of students assigned to him in all aspects of the educational and academic process.

### Academic advisor:

He/She is a faculty member and the like, charged with guiding a specific number of students in everything related to their academic, scholastic,



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social and health affairs from their admission to the college until their graduation.

### **Definition of failure cases:**

1. The average GPA decreased by 1 compared to the average in the previous semester.
2. Obtaining one or more warnings.
3. Excessive absence.
4. Monitoring the student's need for psychological, financial, or health guidance.
5. The student's desire to change his major.

### **Duties and responsibilities of the academic advisor:**

1. Determine and announce office hours.
2. Follow up on students who are struggling academically and help them achieve the desired success.
3. Contributing to removing the fear that the student may feel at the beginning of dealing with faculty members.
4. Educating the student about the importance of knowing the study regulations in particular, the university regulations in general, and the dates of important academic movements and requirements.



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5. Instructing the student on the need to build healthy relationships between him and all faculty members and colleagues based on respect and appreciation.
6. Monitoring the achievement level of his students, and the factors affecting achievement, such as: attendance, absence, social, economic, psychological and physical conditions of the student, and motivation to learn.
7. Encouraging students to participate in student activities at the college and university.
8. Discuss stumbling in terms of causes and solutions.
9. Group and individual counseling for outstanding and gifted students, and submitting their names to the college's Counseling and Guidance Unit to benefit from honors programs and psychological counseling programs.
10. Urgent and immediate communication if changes are observed in the academic performance, behavior, or external appearance of the student, such as:
  - A- Frequent absence from lectures and/or clinics/ laborotaries.
  - B- Lack of attention to his appearance and personal hygiene, and signs of exhaustion.
  - C- He/She does not submit his/her work at the specified times, or submits incomplete work.



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- D- A significant decrease in his/her grades and participation in lectures.
- E- He/She suffers from difficulties in concentrating.
- F- Aggressive communication with the professor or students.
- G - Repeated requests for special attention, such as changing or adapting requirements according to his desire.
- H- He behaves in the classroom in a way that may disturb others (crying, angry behavior, not following instructions).
- I- He/She is easily aroused and shows angry behaviour.
- J - Talks about harming oneself or harming others verbally or in writing.
- K- Talks about despair or loss of hope.
- L – He/She responds with inappropriate responses to situations and is extremely emotional.

#### **Mechanism for dealing with struggling students:**

- 1- The academic advisor follows up on the struggling students registered with him in Academia, who are expected to fail (indicated in red on the academic system), especially after the semester exams when the results seem low, as well as the students who are frequently absent from lectures (15% after the fourth week and 20% after the Eighth week) as well as students who are observed to be absent-minded or sleepy during lectures
- 2- The academic advisor communicates with the struggling student to find out the reasons for their stumbling.



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- 3- The student advisor suggests appropriate solutions, such as alternative exams or additional lectures provided by faculty members according to the time available to them, and he can seek the help of distinguished students to participate in conducting such lessons if the stumble is academic.
- 4- The academic advisor follows up on the status of struggling students through an evaluation form for struggling students and opening a confidential file for each student since the first level.
- 5- When the advisor is unable to solve the problem of academic failure, the matter is submitted through the form prepared for this to the head of the Advisory and Guidance Unit at the college, while the student's case continues to be followed up.
- 7- The head of the college's Advisory and Guidance Unit, after identifying the causes of stumbling, proposes a number of solutions.

### **Organizing group counseling appointments and individual counseling hours:**

- 1- The advisor schedules a group meeting with his students once every two weeks in which he checks on their academic conditions, listens to their concerns, discusses the obstacles they raise, and gives them advice.



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2- The advisor determines the individual counseling hours during which he receives students, announces them at the door of his office, and commits himself to attending them.

3- The student can communicate with the academic advisor via email or visit him during the announced office hours.

### **Guidance for a student with academic difficulties:**

The academic advisor communicates with his students directly via advertisements and e-mail and sets up a meeting with them to find out the reasons for stumbling.

### **Monitoring cases that need special care:**

1- When there are special cases that require a psychological, social, or medical specialist, the academic advisor must report those cases to the head of the college's Advisory and Guidance Unit so that the university's Guidance and Guidance Unit coordinates on how to deal with them, and develop appropriate solutions for them in consultation with the College Deanship.

2- Keep these cases strictly confidential whenever necessary.

### **Caring for outstanding students:**

The academic advisor must support and care for outstanding students, motivate them, and advise them to maintain their academic excellence.



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### **Notes:**

- All needed forms are attached with this document.
- For any questions/inquiries and if you need any further assistance feel free to contact us through the official email: [guds@kku.edu.sa](mailto:guds@kku.edu.sa), or unit head Dr. Manea Al-Ahmari (+966 54 096 1199).
- Students Advisory and Guidance Unit (SAGU) in KKUCOD is expecting your kind cooperation and wishing you all the best.

**سائلين الله التوفيق والسداد**