



ACTION PLAN

| 01. | WHAT ? | WHO ? | WHEN ? | HOW ? |
|-----|---|---|-----------------------------------|---------------------------------------|
| | Meeting with students and introduce them to the College and department officials. | College Student Advisory and Guidance Committee | 1st to 3rd weeks of each semester | Open Meeting and College site visits |
| 02. | WHAT ? | WHO ? | WHEN ? | HOW ? |
| | Meeting with all Preliminary year students and introduce them to all KKU vice presidencies, Deanships, centers, and related units. | College Student Advisory and Guidance Committee in cooperation with central KKU Student Advisory and Guidance Unit. | 1st to 3rd weeks of each semester | Open Meeting and KKU tours and visits |
| 03. | WHAT ? | WHO ? | WHEN ? | HOW ? |
| | Introductory lectures about study systems and tests and KKU roles and regulations. | College Student Advisory and Guidance Committee in cooperation with central KKU Student Advisory and Guidance Unit and College Academic Office. | 3rd to 5th weeks of each semester | Lectures |
| 04. | WHAT ? | WHO ? | WHEN ? | HOW ? |
| | Distribution and assignment of all students to an academic advisor. | College Student Advisory and Guidance Committee in cooperation with College Academic Office | 1st week of each semester | Academic system Operation |
| 05. | WHAT ? | WHO ? | WHEN ? | HOW ? |
| | Introduction of Academics Advisors for every student and inform them about the importance of Academic guidance and how to benefit from him/her. | College Student Advisory and Guidance Committee in cooperation with Academic Advisors | 1st to 3rd weeks of each semester | Personal and individual Meetings |

ACTION PLAN

06.

WHAT ?

regular student counselling surveys, analysis of responses, identification of academic, social, health, and financial problems and potential problems for individual students and their referral to their academic advisor for further detailed counselling.

WHO ?

College Student Advisory and Guidance Committee in cooperation with College Academic Office, and Academic advisors

WHEN ?

1st to 3rd weeks of each semester

HOW ?

Academic system Operation, Google forms, paper forms

07.

WHAT ?

Individual student counselling and students group counselling.

WHO ?

College Student Advisory and Guidance Committee in cooperation with Academic Advisors and Central KKU Advisory and Guidance Unit

WHEN ?

All semester weeks

HOW ?

individual and Group Counselling sessions and Meetings

08.

WHAT ?

Referral of difficult cases to specialized central KKU students Advisory and Guidance Unit.

WHO ?

College Student Advisory and Guidance Committee in cooperation with Academic Advisors and Central KKU Advisory and Guidance Unit

WHEN ?

All semester weeks

HOW ?

KKU students Advisory and Guidance Referral Forms