



King Abdul Aziz University Faculty of Computing & Information Technology

Academic Advising Manual and Procedure

This document covers most of the aspects of academic advising delivery system. Intentionally, they do not address every detail and nuance of academic advising. Rather they should be used as starting points and references for a discussion of academic advising, providing the framework for a coherent approach to implementing a well-functioning academic advising program that would meet our institutional goals at the Faculty of Computing, King AbdulAziz University, Jeddah, KSA.

The document is based primarily on Academic Advising but we are planning to have separate manuals for Career Advising and New Faculty Members Orientation.

1. Academic Advising

Academic advising is a key to success at any higher education institution. At The Faculty of computing and Information Technology (FCIT), KAU, Jeddah, academic advisers are considered as valuable resources to students as they plan their undergraduate career and, ultimately, prepare for graduation. Academic advising means guiding the students / Advisee on different issues related to their academic progress and to help them find solutions to different academic problems. Academic advising is related to assisting students with educational choices, degree requirements, academic policies/ procedures, as well as broader concerns such as career and graduate school options in the Major.

Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and time frames.

The Four “4” Stakeholders involved in the process of Academic advising at the Faculty of Computing and IT, King AbdulAziz University are:

- 1) The Advisee / Students.
- 2) The advisor / Faculty Member (Role Played as Academic Advisor or Career Advisor).
- 3) The Head of the Academic Advising Committee or the Head Academic Advisor.
- 4) And the Department / Program.

2. Role of the Academic Advisor and Advisee / Student:

An Academic Advisor is a selected faculty member of the Department for the process of guiding the students / Advisee on different issues related to their academic progress and problems. Following are some of the

responsibilities defined for the Academic Advisor:

- 1) Advising the undergraduate students regarding curriculum matters relevant to the Program at the faculty of Computing and Information Technology.
- 2) Scrutinize, observe and sign the check sheet after each semester to examine the progress made by a student.
- 3) Arrange, manage and announce open days on an annual basis.
- 4) Direct orientation and advising services.
- 5) Coordinated internship and abroad study (Career advising).
- 6) Helping a student discover a captivating course or meet an especially engaging professor in his Senior Project.

The advisee / Student have the responsibility to:

- 1) Recognize that advising is a shared responsibility and accept final responsibility for all decisions.
- 2) Clarify personal values, abilities and goals.
- 3) Prepare for advising sessions and bring relevant materials when contacting the advisor.
- 4) Contact and make appointment with the advisor when required or when in need of assistance.
- 5) Become knowledgeable about policies, procedures and requirements, i.e. add/drop deadlines, graduation and general education policies.

3. Credit Hours Limit vs. GPA.

The policy of credit hours limit vs. GPA is listed under the university rules. In the table given

below is the description of the policy given by the Deanship of Admission and Registration.

تاريخ: ١٤٣٤هـ

إعلان هام

الحدود التي يوضح عدد الوحدات الدراسية المسموح بها حسب المعدل خلال الفصل الدراسي (لا يمتد المعدل السنوي)

المعدل	عدد الساعات غير المحرومين	عدد الساعات للحرمان فقط
أقل من ٢	١٣-١٢	١٢-١١
٢-٣	١٦-١٥	١٥-١٤
٣-٤	١٩-١٨	١٨-١٧
أكثر من ٣.٧٥	١٩-١٨	١٨-١٧

عمادة القبول والتسجيل

4. Course Transaction (Add, Drop)

The students are authenticated to enroll in any course for which they have passed / cleared the Pre-Requisite. Moreover the Students are asked to discuss the Course transaction with the academic advisors in order to satisfy the need for the track (Level 6 and above students), they wish to pursue in their future.

5. KAU Grading system and GPA.

The grading system of KAU is clearly stated in the table below:

رموز التقديرات

الرمز العربي	الرمز الإنجليزي	حدود الدرجة	النقاط	المعدل بالعربي	المعدل بالإنجليزي
أ+	A+	٩٥ - ١٠٠	٥,٠٠٠	ممتاز مرتفع	٤,٠٠٠
أ	A	٩٠ - إلى أقل من ٩٥	٤,٧٥٠	ممتاز	٣,٧٥٠
ب+	B+	٨٥ - إلى أقل من ٩٠	٤,٥٠٠	جيد جداً مرتفع	٣,٥٠٠
ب	B	٨٠ - إلى أقل من ٨٥	٤,٢٥٠	جيد جداً	٣,٢٥٠
ج+	C+	٧٥ - إلى أقل من ٨٠	٣,٥٠٠	جيد مرتفع	٢,٥٠٠
ج	C	٧٠ - إلى أقل من ٧٥	٣,٢٥٠	جيد	٢,٢٥٠
د+	D+	٦٥ - إلى أقل من ٧٠	٢,٥٠٠	مقبول مرتفع	١,٥٠٠
د	D	٦٠ - إلى أقل من ٦٥	٢,٢٥٠	مقبول	١,٢٥٠
ف	F	أقل من ٦٠	١,٠٠٠	راسب	٠
م	IP	—	—	مستمر	—
ل	IC	—	—	غير مكتمل	—
ح	DN	—	١,٠٠٠	محروم	٠
ند	NP	٦٠ وأكثر	—	ناجح دون درجة	—
خف	NF	أقل من ٦٠	—	راسب دون درجة	—
ع	W	—	—	متسحب	—

6. FCIT Graduation Requirements.

The requirements for the Bachelors degree in any program at the FCIT, is given below:

Requirements		Credit Hours	
1	University Requirements	26	
2	Preparatory Year Requirements	15	
3	Faculty Requirements	Core	24
		Electives	9
4	Program Requirements	Core	57
		Electives	9
Total Credit Hours		140	

7. ODUS System

ODUS stands for On Demand University System. ODUS system is responsible for the following:

- (1) Course Schedule
- (2) Course Transaction (Add and Drop)
- (3) Student Transcripts
- (4) Student Progress Monitoring Tool
- (5) Faculty Evaluation Survey Results

8. FCIT Academic Advising Policies:

A. Assigning advisor

B. Reporting on Student Progress.

C. Advising on Student Progress.

D. Track Choice and Career advising.

E. Requirement checking.

A. Assigning Academic Advisors

A student advisor is allocated by the department / Program, in the beginning of each semester. Maximum number of students per Academic Advisor is Twenty (20). Each Department announces the list of advisor using available means (Moodle, Facebook, Emails, Notice Board etc) and students are asked to fill in a form (Form 1) that can contain his/her information. Two copies of the signed form are kept One with the academic advisor and the other with the department. Fig 1. shows the process.



Figure 1: Allocation and Documentation of Academic Advising Process

B. Reporting on Student Progress

In the first week of the semester where course registration takes place, every student is asked to visit his/her to receive advice on courses to be registered. The advisor must check on the student performance in the last semester and compare it with the previous semester to include whether the student performance has been changed. Based on his observation, advisors are asked to:

1. To find out the reasons why these changes in performance took place?

- Helps student to chose his/her courses in the next semester.
- Alerts the department if there was abnormal changes in the student performance(Increase or decrease in GPA by a difference of 0.5)



Figure 2: Progress Reporting Process

C. Advising on Course Choice

As a part of progress reporting on student performance, student is encouraged to discuss his/her choices of courses. Based on KAU regulations and student performance in the last attended semester, academic advisor helps students to make his/her decisions. Those choices are documented in Form 2.

After registration is finalized (usually) in the second week of the semester, advisors are asked to check the student time tables on ODUS System and report on whether the student has followed the advice given and agreed during the week. Advisor reports student to the department for further actions on Pre-Requisite Violations or on any other concerns that he / she finds.

D. Track Choice and Career Advising

Department Student at Level-6 who are eligible to choose elective courses must visit their advisor to track of specialization. Each

department offers tracks specialization, that answers Market expectations of a computing Graduate. Advisor provides students with the facts on the role of Graduate in the industry. Advisor helps student to identify his/her strength to chose the right track for him/her and hence choose elective courses supporting his/her choice. After competition the required courses of the track, students should fill Form 4 to get a track certificate. Department has assigned a staff member to a career advising, whose role is to help student to shape his/her future career aspiration.

Figure 3 shows the process of choosing track and career advising system.

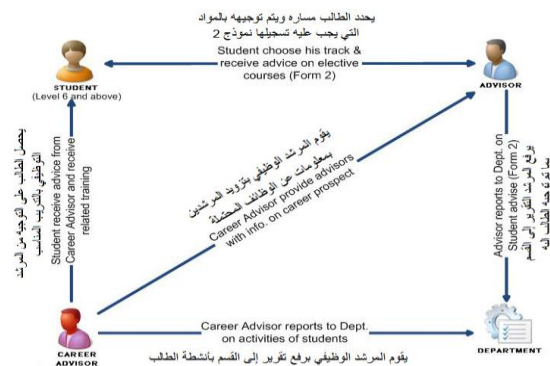


Figure 3: Choosing track and career advising

E. Graduation Requirement Checking:

As student fulfill all requirements for graduation, department will ask to fill in a Form (Form 4) in order to receive a certificate that certify that they have completed successfully the requirements of a particular career track. Department will check on each student to make sure that he/she has fulfilled all the requirements for graduation. Figure 4 show the process.



Figure 4. Graduation Requirement Checking

The Check sheet for Graduation requirement is given below:

- 1 Complete a minimum of 140 Credit Hours
- 1 Earn a GPA of at least 2.75
- 1 Pre-Requisite are checked and no violation found.

9. Events at the Department for Academic Advising:

Each department of the Faculty of Computing and Information Technology arranges the following events for Academic Advising.

Open days: Each of The the three department of the FCIT,KAU arranges Open Days at the start of every academic year, the office doors of the

Academic advisors are decorated with **IT?**, **CS & IS** Signs. So that anyone who wants to know more about the department and the field come to the academic advisors to know more. The Office hours of the Faculty members who are working as Academic Advisor by the department shows the time on which a student can come to his office and can get help.

Orientation Meetings: Each of the the three department of the faculty of computing and Information Technology announces on Face book and KAU website (Vice Dean page) the form necessary to be signed by the academic

advisors. The students on the first week of registration sits with the advisors to make the necessary meeting for getting the advise on their selection of subjects during the semester, the student is advised on electives and also track choices (Level 6 and above).

Record of Meetings with the advisors: Students are encouraged to get help by scheduling a meeting with their advisors by:

- a. Looking into the schedule displayed on the office Door.
- b. Email the advisor by contacting him/her via his/her official email address @kau.edu.sa
- c. In rare situations, arrange a telephonic meeting (for which the record will not be available)

The minutes of meetings are documented in the Form 3 the name given to the Form is "Meeting Record ".