



KSAU-HS
College of Nursing
ACADEMIC ADVISING AND
COUNSELLING UNIT
Level 7, CON-R

Third semester
AY 2022-2023

Chairperson: Dr. Amal W. Alanizi,
Ph.D., CNS., RN.

Asst. Professor, Nursing Department, CON-R



Orientation Session's Objectives

After completion of this orientation, each CON-R advisee will be:

- Oriented about the AACU objectives
- Acquaint the AACU general regulations
- Oriented about the academic advisor responsibilities
- Oriented about the advisees' responsibilities



Academic Advising and Counseling Unit Members

Chairperson:

- Dr. Amal Wanis Alanizi, Asst. Professor, Nursing Department, CON-R

Co-Chairperson

- Dr. Hanna Abo Shereida, Asst. Professor, Nursing Dept., CON-R

Members

- Dr. Mona Alanazi, Asst. Professor, Nursing Dept, CON-R
- Dr. Nesreen Bahnsawy, Asst. Professor, Nursing Dept., CON-R
- Ms. Rufa Mitsu, Lecturer, Nursing Dept., CON-R
- Ms. Evangelin Singh, Lecturer, Nursing Dept., CON-R
- Ms. Lerma Cabaldo, Teaching assistant, Nursing Dept., CON-R
- Ms. Maram Ali Al Shalawi, psychologist, KSAU-HS
- Ms. Anwar Al Obrah, Academic affairs coordinator, CON-R
- Ms. Hiam Al Ghamdi, student affairs officer, CON-R
- Ms. Al Anoud Al Dweesh, Administrative Assistant, Clinical Affairs, CON-R
- Ms. Ashwaq Alsulaiman, Academic affairs coordinator, CON-R
- 2 students representatives



- A type of counseling to **assist students** in their growth and development.
- By constructing meaningful educational plans which are compatible with their life goals.
- It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee.

Academic Advising and Counseling Unit Objectives

- **Enhance** the process of academic advising and Counseling in CON-R.
- **Monitor** the academic advising and Counseling progress.
- **Evaluate** the effectiveness of the academic advising and Counseling process.
- **Orient** the college's academic advisors, new faculty members and advisees to academic advising and Counseling process as well as university/college policies and procedures concerned with students and academic process.
- **Identify** the needs of advisors and advisees throughout the academic advising and Counseling process

General regulations



1.1 CON is committed to maintain adequate provision for academic advising and Counselling to assist students in planning their participation in the program.

1.2 Advising and Counselling assignments are restricted to faculty with the rank of Professor, Associate Professor, Assistant Professor and Lecturer.

1.3 Initial orientation sessions on students' policies and program requirements and Academic advising and Counselling process should be conducted by the Academic advising and Counselling unit to all newly assigned advisors.

1.4 Advisees must be informed about the academic advising and Counselling process by the Academic advising and Counselling unit as a part of their orientation within one month of joining the program.

General regulations (cont.)

1.5 The advisees must receive an official notification about their advisors through the SIS.

1.6 Academic advisor should have spent at least one semester of service at CON as full-time faculty

1.7 The academic advisor should have general comprehensive training and knowledge of the college program, academic requirements and policies.

1.8 Every CON student shall be assigned to a faculty advisor who will follow her progress through the program.

General regulations (cont.)

1.9. The advisor shall be responsible for academic advising and counselling of not more than 10 students.

1.10. Academic advising and counselling information must be updated regularly and uploaded on the SIS.

1.11. The academic advisor shall be available to answer student's questions

1.12. Each advisor shall display her schedule on her office door with the allotted times for academic advising.

- 1.13. Each advisor should schedule and maintain at least four hours per week for academic advising and counselling throughout the semester.
- 1.14. Each advisor shall arrange and schedule an orientation introductory meeting/rapport with all the students assigned to her for academic advising and counselling during the first two weeks of each semester.
- 1.15. Each advisee has to attend at least two sessions which should not exceed 60 minutes with the academic advisor per semester.
- 1.16. The advisor may hold advising session individually or in groups through the e-mail or individual contact.

General regulations (cont.)

1.17. Academic advisor shall ensure that privacy and confidentiality is maintained with respect to communication and records within their scope of responsibility.

1.18. The venue for Academic advising and counselling session must be booked officially if it will be conducted outside the advisor's office.

1.19. Academic advising and counselling should be conducted in a suitable and confidential allocated space.

General regulations (cont.)

- 1.20. The advisor shall refer and direct the student facing learning difficulties or having trouble dealing with personal problems to other relevant resources on campus.
- 1.21. Each academic advisor must keep detailed documentation of every advising conference with the student.
- 1.22. All advisors shall follow CON structured academic advising and counselling formats in their documentation.

Academic Advisors' Responsibilities

- *Each academic advisor / counselor shall have the following responsibilities:*
 - 2.1 Follows the policy and procedure on KSAU-HS academic counselling APP No.016-P-V01-16
 - 2.2 Serves as a guide and coach to advisees in relation to the academic advising and counselling process and requirements.
 - 2.3 Be aware of current KSAU-HS and CON resources and opportunities for students' academic growth and development.
 - 2.4 Has knowledge of advisees and curriculum plans and their progress in program and is aware of situations affecting their progress.



Academic Advisor's Responsibilities (CONT.)

- 2.5 obtain her advisees list through SIS.
- 2.6 Conducts an introductory meeting with her advisees and complete the academic advising and counselling introductory meeting form in a private place **or online** with restrict adherence to information confidentiality.(appendix 2)
- 2.7 Assists students to achieve their educational options and goals.
- 2.8 Enhances advisee's academic, personal and career planning.



Academic Advisor Responsibilities (CONT.)

- 2.9 Reviews each of her advisee's curriculum and transcripts through SIS to guide her to develop an educational plan.
- 2.10 Furnishes advisees with accurate academic information.
- 2.11 Ensures advisees' awareness of current KSAU-HS and CON policies and procedures, resources, and services through the distribution of academic advising and counselling guide at the beginning of each semester.
- 2.12 Monitors students who are facing crisis, under stress, academically overwhelmed or having special needs and make the necessary referrals.



Academic Advisor Responsibilities (CONT.)

- 2.13 Assists in overcoming barriers that may prevent the students from completing their educational plan
- 2.14 Refers advisees to campus and community resources, encourages and guides them to use the available support and students' services.
- 2.15 Evaluates students' academic progress and educational processes.
- 2.16 Documents and records advising processes, students' needs, aspirations and performance in academic advising / counselling session form
- to be reported for decision making



Level Coordinator Responsibilities

Each level coordinator will have the following responsibilities:

- 1.1 Direct and facilitate the communication between her academic level advisees and their academic advisors.
- 1.2 Obtaining the students' feedback continuously
- 1.3 Ensure proper compliance of her academic level advisees and their academic advisors with the academic advising and counselling rules.





Advisees' responsibilities (cont.)

- Arrive on time for their appointments with their advisor .
- **Read all the college communications** and meet all college **deadlines** that will affect her study plan.
- **Be open-minded** to the academic advisor recommendations and be willing to take action on areas requiring improvement.
- **Comply with the recommendations mutually agreed** upon during the advising and counseling session.
- **Provide feedback and reflections** on the academic advising and counseling system when requested in order to improve the process.



دور الأخصائية الاجتماعية والأخصائية النفسية بوحدة المشورة والإرشاد الأكاديمي

يقدمه

Name: Hiam Alghamdi

Position: Social Worker

+966 4299512

Ghamdhih1@ksau-hs.edu.sa

From 8:00 Am – 4:30 PM

• وحدة المشورة والإرشاد الأكاديمي

- - نحافظ على سرية المعلومات والبيانات .
- - نهتم في جميع النواحي الإجتماعية والنفسية والتربوية والأخلاقية .
- - مساعدة الطالبات على تحقيق أهدافهم .
- - مساعدة الطالبة في حل المشاكل التي قد تعترضها في دراستها او مع أسرتها .

• وحدة التوجيه والإرشاد الطلابي

- التعرف على الطالبات اللاتي يعانون من مشاكل صحية لتقديم المساعدة المناسبة لهم .
- نضع حلول للطالبات اللاتي لديهن غياب متكرر.
- نضع خطط علاجية للطالبات اللاتي يعانون من ضغوط الوقت و التأخر الدراسي المشاكل الأسرية والنفسية والمشاكل داخل الجامعة وخارجها .

عزيزتي الطالبة

تفاعلك يهمننا ، فشاركينا إبداعك بأفكار واقتراحات مُلهمة

شكراً لحسن انصابتكم

