



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

COLLEGE OF CLINICAL PHARMACY

Academic Advising Handbook

2024

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Introduction

Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to university services as necessary.

In higher education institutions and professional colleges, the academic load and competition among students may result in stress and anxieties which can compromise their academic performance. There may be additional contributing factors of a personal nature which may exacerbate the academic problems. Academic Advising aims to provide students with the necessary support to overcome any issues that may affect their progress.

Academic Advising is a continuous process that begins on the student's admission to the College and maintained throughout their studies till graduation. Counseling also helps students to become self-reliant and able to make significant decisions about their educational experience.

The academic Advisors are responsible for detecting and solving problems encountering students during their academic years and ensure that students successfully meet the requirements of their academic programs. They serve as an essential support for students when they face not only academic and administrative problems but also personal problems. Regular contact with advisers is an important part of a successful advising relationship.

Academic Advising Objectives

The Academic Advising aim is to achieve the following objectives:

- Guide the students to have a substantial college experience.
- Help the students to understand university policies and procedures.
- Assist the students to plan and achieve their study plan adhering to their abilities and interests.
- Aid the students to monitor and evaluate their academic progress.
- Direct the students to proper authority in the college for special cases as needed.
- Encourage students to participate in other academic and non-academic activities of the college.
- Help the students to identify future employment opportunities.
- Support the students, if necessary, in dealing with social or personal problems.

Academic Advisory Committee

Purpose:

The Academic advising unit aims to provide students with the needed resources and expertise and providing the best academic advising to help the students achieve their educational goals.

Responsibility:

- Organize group and individual advising for students below 2.5 in GPA.
- Organize group and individual advising for those who fail core courses in the first two years.
- Provide a functional role to reward / appraise talented students.
- Advising the students (batch-base) in terms of academic, social, financial, and psychological issues.
- Coordinate with Vice Dean for Academic Affairs in gathering the required information and data about the withdrawn/graduate students.
- Help students overcome any academic difficulties they encounter, which is especially crucial for new students.
- Bring the students' attention to all appropriate deadline dates and regulations associated with examination and report/project submission.
- Provide accessibility to the students for consultation and discussion via appropriate communications tools for the students' academic progress.
- Guiding the students to achieve their own planned academic goals.
- Carry out any tasks the Vice Dean for Academic Affairs may assign to the Committee.
- Organizing any kind of activity to achieve some or all of the above objectives.

Procedure:

- Academic Advisory Committee provides the advisor with the list of students he/she will advise throughout the academic year and connects them through the Student Information System (SIS), Academic Advising portal.
- The advisor meets with students once per month unless more meetings are necessary.
- Students must be notified of the date, time and place of the meeting.
- Advisors will forward a summary of their meetings with the students to the Academic Advisory Committee, including recommendations for corrective action using the Individual or Group Counseling Case Form.
- Course Coordinators will report any students who are experiencing academic difficulties to the appropriate advisor through the Student Information System (SIS).
- The advisor will respond appropriately to these students. If the difficulties remain unresolved, a report is forwarded to the Academic Advisory Committee for further action.
- At week 10 of the semester, the advisor should submit ONE combined registration report for all students they are supervising using the Proposed courses for Next Semester registration Form.
- At the end of the semester, the advisor will forward a summary report of all activities and interactions with students to the Academic Advisory Committee.

Academic Advising Rights and Responsibilities

Students' Rights and Responsibilities

- The student has the right to have an advisor and has the responsibility to learn the name and office location of the advisor early in the first semester.
- The student has the right to expect the advisor to help plan a program of study, designed through personal interaction between the student and the advisor, which reflects the student's academic background, course prerequisites, and educational goals.
- The student has the right to expect the advisor to create an atmosphere of openness, caring and concern so meaningful communication and trust can occur.
- The student has the right to expect the advisor to thoroughly understand the university's structure and its academic policies on such things as registration, add/drop, withdrawal, and academic grievances.
- The student has the right to expect the advisor to be familiar with the variety of degree offerings, the procedure for referral to and the types of support services available.
- The student has the responsibility to schedule appointments with the advisor and to keep them informed. If the student finds that it is not possible to keep the scheduled appointment, the student will notify the advisor before the appointed time.
- The student has the responsibility for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- The student has the responsibility to consult with the advisor on a regular basis, when in academic difficulty, prior to transferring to another college, or withdrawing from college.
- The student has the responsibility to follow through with appropriate action after the advising session.
- The student has the responsibility to seek reassignment to a new advisor if differences between the advisor and student should develop.

Advisors' Rights and Responsibilities:

- The advisor has the right to expect that the student will clarify personal values and goals in advance of the advisement session.
- The advisor has the right to be treated in a respectful manner and to become acquainted with the advisee.
- The advisor has the right to expect the student to meet with the advisor at appropriate times to receive advice in a timely fashion.
- The advisor has the right to expect the student to be knowledgeable about policies, procedures, and requirements.
- The advisor has the responsibility to know his/her advisees' names.
- The advisor has the responsibility to keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
- The advisor has the responsibility to gain the necessary knowledge and skills to effectively and accurately articulate specific requirements, as well as college and curriculum requirements.
- The advisor has the responsibility to provide the student with accurate information about alternatives, limitations, and possible consequences of academic decisions.
- The advisor has the responsibility to maintain a complete and accurate file on the student in order to monitor progress towards goals and graduation requirements.
- The advisor has the responsibility to respect the students' privacy.

Academic Advising Process

The advisors:

Advisor is the first point of contact of the student. To accomplish effective advising, the academic advisor has a responsibility to:

- Be aware of the students who are assigned to him/her.
- Send a welcome email to their advisees introducing themselves and informing them how to be contacted.
- Assign advising hours by adding advising hours and office address in Student Information System (SIS), Academic Advising portal.
- Provide appropriate guidance that promotes the student's learning skills.
- Be aware of IAU and the college policies, procedures, and departmental requirements for degree programs.
- Help the student to plan well to meet the degree/career requirements.
- Encourage the student to review progress toward the goal of degree completion.
- Be the student's advocate when necessary.
- Respect the student's privacy.
- Sign required forms and submit it to the appointed person.

The students:

The students are considered the most important part in the workflow. To achieve the best out the academic advising, the student has a responsibility to:

- Arrange regular appointments for advisement and send requests to the advisor before the appointment.
- Tell the advisor about any issues that affect their academic performance.
- Check the college policies, procedures, study plans and degree requirements; prepare questions for the advisor when clarification is necessary.
- Listen carefully to advisor recommendations. If confused, ask for clarification.
- Obtain prior approval from the advisor for course/semester registration or dropping, major specification or coop training.

Important rules related to Course Registration

The Following are the general guidelines for registration:

Students

- All students should be aware of their plans and which courses they should register.
- All students should be able to register by themselves.
- The student has the responsibility for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- The student has the right to expect the advisor to thoroughly understand the university's structure and its academic policies on such things as registration, add/drop, withdrawal, and academic grievances.

Advisors

- Academic advisors should be aware of their advisees' academic plans including potential courses to be registered and their prerequisites.
- To ensure an easy and smooth registration, all academic advisors should meet with their advisees to develop a registration plan for each of his/her advisees that adheres to their abilities and interests while also fulfilling the degree requirements.
- The advisor has the responsibility to maintain a complete and accurate file on the student in order to monitor progress towards graduation requirements.
- The advisors should assist their advisees to choose the potential courses to be registered based on the following:
 - For students who studying courses from different levels (e.g. transferred students or students who failed in some courses), they should register for courses from the lower levels before enrolling courses from higher levels.

- For developing the registration plan, academic advisors should check the courses pre-requisites and they should be aware that the VDAA will not override the pre-requisites for any reason.
- Academic advisors should check the semester timetable for any time conflicts, and they should be aware that the VDAA will not override a lecture time conflict. However, under certain conditions, the VDAA can override lab schedule conflicts as long as the student is able to attend the alternative lab class.
- Academic advisors should submit one combined report for all students they are supervising using the Registration Form.
- The report should be signed by the academic advisor and their advisees as well.
- Academic advisors should submit the academic advising report to the head of academic advising unit by week 10 of the current semester (as per the CCP academic calendar).
- Academic advisors should encourage their advisees to register for the courses on their own following the registration plan that has been agreed upon.
- Academic advisors should draw students' attention to all relevant deadline dates (registration start and end dates, course withdrawal, etc.).
- Academic advisors must ensure that each student successfully registered for all required courses during the registration period (registration weeks).

Note:

- If a student encounters a problem during the registration process, he or she should contact his or her academic advisor via official IAU email and describe the problem. In the email, the student should include a screenshot of the error message that appeared during the registration process. The academic advisors should compile all registration problems encountered by their advisees and forward them to the registration unit.

- The registration unit and the VDAA will not look at the registration problems sent directly by the students.
- All registration issues should be submitted by the academic advisors.
- Some registration exceptions could be applied for the expected graduates after being approved by the VDAA and should be stated in the academic advising report.
- Please note the allowed number of credits is based on the student's GPA (see Table.1)

Table (1): Allowed Units based on GPA

الحد الأقصى من الوحدات الدراسية The maximum number of study units			
النظام الفصلي Semester system	النظام السنوي annual system	المعدل التراكمي GPA	الفئة
8 وحدات كحد أقصى Units8Maximum	20 وحدة كحد أقصى Unit20Maximum	أقل من (2) الانذار الأكاديمي Below (2) under academic probation	1
10 وحدات كحد أقصى Maximum 10 Units	25 وحدة كحد أقصى Maximum 25 Unit	من 2 الى أقل من 2.5 From 2 to below 2.5	2
حسب المحدد في الخطة تبعاً لمستوى الطالبة أو 12 وحدة As per specified in the plan according to student's level or 12 Unit	حسب المحدد في الخطة تبعاً لمستوى الطالبة أو 30 وحدة As per specified in the plan according to student's level or 30 Unit	من 2.5 الى أقل من 4 From 2.5 to below 4	3
16 وحدة كحد أقصى Maximum 16 Unit	40 وحدة كحد أقصى Maximum 40 Unit	من 4 فأكثر From 4 and above	4

Override request

In some cases, students cannot register a specific course for one of the following reasons:

- The student did not study or pass the course's prerequisite.
- The student exceeded the allowed number of credits based on his/her GPA (see Table.1).
- There is a time conflict between the courses/section the student trying to register for.
- The student trying to register for a course belong to upper levels (more than two advanced levels).

Any student facing one of the above-mentioned issues should do the following:

- Report a registration problem to his/her academic advisor.
- If the advisor has the approval from the Vice Dean for Academic Affairs, advise the student to send a registration request from Student Information System (SIS). The report will be sent directly to the deanship of admission and registration.

Warned Students

Any warned students must attend a full advising program before they're allowed to register. In the case of missing this program, the warned student will not be allowed to register. Whoever passes the chance to register and has a GPA of 2.0 and above can be allowed to register only after visiting their advisor and taking the advising program. Warned students are allowed to register if they have passed all courses that are 2 levels behind, otherwise if these courses are unfinished then they're forced to take them unless there are some exceptions.

Important Resources

University Counseling Center

<https://www.iau.edu.sa/ar/administration/centers/university-counseling-center>

Student Support system

<https://www.iau.edu.sa/ar/administration/offices-of-the-vice-presidents/office-of-the-vice-president-for-academic-affairs/projects/student-support/student-support-system>

Academic Supervision

<https://www.iau.edu.sa/ar/administration/offices-of-the-vice-presidents/office-of-the-vice-president-for-academic-affairs/projects/student-support/academic-supervision>

Deanship of Admissions and Registration

<https://www.iau.edu.sa/ar/administration/deanships/deanship-of-admissions-and-registration>

Forms
Group Counseling Case Form

وزارة التعليم
Ministry of Education

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الدعم الطلابي
Student Support



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
وكالة الجامعة للشؤون الأكاديمية

لجنة تطوير الإشراف الأكاديمي بكليات الجامعة
The Committee on Development of Academic Supervision at University

Group Counseling Case Form

الكلية College		الفصل الدراسي Semester	
القسم Department		العام الدراسي Academic Year	
التخصص Major/		عدد المسترشدين No. of student	

Attendee Students			
Name ID			الاسم الرقم الجامعي
Meeting Topic:			موضوع اللقاء :
Findings:			Meeting نتائج اللقاء:
Recommendations:			التوصيات:

التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

Individual Counseling Case Form

وزارة التعليم

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جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
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The Committee on Development of Academic Supervision at University

Individual Counseling Case Form

Personal Information		
اسم الطالب Student's Name:	الرقم الجامعي University ID:	الجوال Mobile No:
القسم Department:	عدد الساعات المكتسبة No. of Passed Hours:	العام الجامعي Academic Year:
التخصص Major:	عدد الساعات المسجلة No. of Registered Hours:	
الفصل الدراسي Semester:	عدد الساعات المتبقية No. of Remaining Hours:	
= عدد الإنذرات إن وجدت No. of Academic Probations (if any) =	المعدل الفصلي Semester GPA:	المعدل التراكمي Cumulative GPA:
هل تم الفصل أكاديمياً سابقاً؟ Have you ever been dismissed academically?	معلومات أخرى Other information:	المستوى Level
Counseling Meeting Topic		
() تسجيل المقررات الدراسية () Registration of academic courses	() تأجيل الفصل الدراسي () Postponement a semester	
() عملية الحذف والإضافة () Omission & addition processes	() مراجعة الخطة الدراسية () Review of study plan	
() الاعتذار عن الفصل الدراسي () Apology for a semester	() مراجعة التقدم في الدراسة () Review of progress in academic courses	
() انخفاض المعدل الفصلي/التراكمي () Decrease of semester/accumulative GPA	() مراجعة المواظبة والحضور () Review & evaluation of regular attendance	
() الانقطاع عن الدراسة / إعادة قيد () Rejoin/discontinued	() الانسحاب من مقرر/ الجامعة () Withdrawal from course/the university	
() تجاوز المدة النظامية () Exceeding the Statutory period of study	() أخرى () Others:	
Some Problems That Hinder Academic Progress:		
() مشكلة أكاديمية () Academic problem	() مشكلة نفسية () Psychological problem	
() مشكلة صحية () Healthy problem	() مشكلة أسرية / اجتماعية () Familial/social problem	
() مشكلة مادية () Financial problem	() مشكلة أخرى () Other problems...	
Description of the Problem :		وصف المشكلة
Recommendation:		التوصيات :

التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

Proposed courses for Next Semester registration Form



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية الصيدلة الإكلينيكية | College of Clinical Pharmacy
Academic Advising and Student Support Unit

استمارة المقررات الدراسية المقترحة للتسجيل للفصل الدراسي القادم

Proposed courses for Next Semester registration Form

الفصل الدراسي Semester العام الدراسي Academic
.....yea

المقررات Courses					البيانات الأساسية General Information	
Attempted this course before (F,W, drop)	تعارض الجدول schedule clash	متطلبات Prerequisite completed	اسم المقرر Course name	رمز المقرر Course Code	#	اسم الطالب/الطالبة Student Name
					1	Student ID # الرقم الجامعي
					2	المستوى الأكاديمي academic level as shown in transcript
					3	المعدل GPA
					4	Phone # رقم الجوال
					5	Student graduating this semester (Yes/No)
					6	
						ملاحظات Comments
					لتاريخ Date	Student التوقيع Signature

التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

