



Action Plan for Colleges to Activation of the E-Services of Academic Supervision

1st Issue

February 2023

Academic Supervisor's Procedural Time Plan for
Activation of the Academic Supervision E-Services on
Student Records System "SIS"

Tasks of the Academic Supervisor

- Inserting the academic supervision hours and means of communication with the student via the system SIS.
- Helping the students during the period of course registration.
- Replying to the academic supervision requests and filling out the individual advising form.
- Holding group meetings with the students and filling out the group advising form.
- Following up the academic progress for the students through the third standard requests (assignments and grades) and the term coursework grades.
- Preparing the academic timetable proposed for the next semester for those students being on academic probation, low-performing graduates, and ensuring they registered for the proposed courses.
- Follow-up requests for postponement / Excuse for Studying / withdrawal from the course in the student records system submitted by students for recommendation.

S	Academic Week	Action	Implementation Mechanism	Support
1	Faculty members work engagement.	Inserting and updating the academic supervisor information on the SIS	<p>To follow the steps set in the guidebook of the e-services of academic supervision on the SIS- academic supervisor's account.</p> <p>Log in to the Student Records System >> Advisor Center >> Supervision info >> Supervisor details >> (Inserting the academic supervisor information)</p>	<ul style="list-style-type: none"> ○ Handbook of adding the academic advisor and student counselor's data on the SIS. ○ Academic supervision coordinator/head of the academic supervision unit.
2	Week of registration and processing of registration	Providing help to the students in registering, deleting, and adding courses according to the time plan set in the academic calendar by Deanship of Admission & Registration.	<ul style="list-style-type: none"> ○ To inform students about where to find the supervisor and how to communicate with him if need any help along with the following attachments: <ul style="list-style-type: none"> ▪ Registration committee instructions ▪ Registration plan ▪ Simplified handbook of registration ▪ Waai Initiative handbook (the guidebook of the e-services on the system SIS). 	<ul style="list-style-type: none"> ○ Registration plan ○ Simplified registration handbook ○ Waai Initiative handbook (the guidebook of the e-services on the SIS). ○ Academic supervision coordinator ○ College registration committee <p>The handbooks and forms are available on</p> <p style="text-align: center;">Academic Supervisor Portfolio</p> <p>college Main page » Quick links » Academic supervision » academic supervision portfolios</p>

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3	The first week	Follow-up requests for postponement in the student records system submitted by students for recommendation.	Log in to the Student Records System >> E-Services >> Student Academic Status >> Postponement of Study >> Search >> (View applications for study and recommendation)	Academic Supervisor Portfolio
4	From the second week to the eighth week	Follow-up requests to withdraw from studying in the student records system submitted by students for recommendation.	Log in to the Student Records System >> E-Services >> Student Academic Status >> Excuse for Studying >> Search >> (View applications for study and recommendation)	
5	From the third week to the seventh week	Follow-up requests for withdrawal from a course in the student records system submitted by students for recommendation	Log in to the Student Records System >> E-Services >> Registration Requests >> Course Withdrawal Form >> Search >> (View applications for study and recommendation)	

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6	Third week	<ul style="list-style-type: none"> ○ Replying to the academic supervision requests ○ Holding the first individual advising meeting for those students being on academic probation and low performing (direct/online). 	<p>Log in to SIS » Advisor Center » Advising Note student summary</p> <ol style="list-style-type: none"> 1. view Supervising Note (request) of each student and complete the request. <ol style="list-style-type: none"> 1.1. Subject: an invitation to hold an individual advising meeting 1.2. Assigned to: student. 1.3. Advisee Access: yes 1.4. Comment: a discussion of the academic status and methods to provide support. 1.5. Attachments: attach an attachment, if necessary 1.6. Note status: closed. 1.7. submit. 	<ul style="list-style-type: none"> ○ Guidebook of the e-services of academic supervision system (academic supervisor) ○ Procedural handbook of academic supervision <ul style="list-style-type: none"> ▪ Academic advisor’s duties and responsibilities to the low-performing students, p.36 ▪ Support for low-performing students, p.48 ▪ Mechanism to reply to and refer requests, p. 66
	During semester	Following up the advisees’ academic progress through the Third Standard ‘assignments and grades’ requirements.	<ol style="list-style-type: none"> 2. Student’s academic situation shall be studied before the meeting through the academic record / follow-up report. 3. The meeting <ol style="list-style-type: none"> 3.1. In case the meeting will be held <ol style="list-style-type: none"> 3.1.1. To direct student to log in to the system and refer the request. 3.1.2. To learn about student’s social, familial, financial and health status and discuss reasons beyond low performance and offer successful solutions. 3.1.3. To fill out an individual advising case form (template1) for student based upon the meeting. 	<ul style="list-style-type: none"> ○ Individual advising case form (Template1) <p>The handbooks and forms are available on Academic Supervisor Portfolio college Main page » Quick links » Academic supervision » academic supervision portfolios » academic supervisor portfolio »</p>

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			<p>A) case no need to refer the request.</p> <p>3.1.4. log in to SIS.</p> <p>3.1.4.1. view the request and select 'update Note'.</p> <p>3.1.4.2. Subject: holding an individual counselling meeting</p> <p>3.1.4.3. Assigned to: the supervisor.</p> <p>3.1.4.4. Advisee Access: yes</p> <p>3.1.4.5. Comment: attaching the individual advising form and the recommendations.</p> <p>3.1.4.6. Attachments: upload an individual advising form</p> <p>3.1.4.7. Note status: closed >> submit.</p> <p>B) case a need to refer the request.</p> <p>In case student in need to be referred to other entities such as (student counselor- learning support centre- a faculty member)</p> <p>3.1.5. log in to SIS.</p> <p>(To complete information as per student's case) (see mechanism to reply to and refer the requests)</p> <p>3.1.5.1. view the request and select 'update Note'.</p> <p>3.1.5.2. Category & sub-category: (based upon the request)</p>	

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			<p>3.1.5.3. Assigned to: based upon student's situation</p> <p>3.1.5.4. Subject: based upon student's situation</p> <p>3.1.5.5. Advisee Access: yes</p> <p>3.1.5.6. Note status: open.</p> <p>3.1.5.7. submit.</p> <p>3.1.5.8. To communicate with the assigned person to reply to the request after processing. The assigned to person shall log in to the request.</p> <p>3.1.5.9. update a note then select assigned to 'the academic supervisor', status 'open' then submit.</p> <p>3.1.5.10. The supervisor to log in to the request.</p> <p>3.1.5.11. select 'update a note' and add 'comment' and 'Note status' close then submit.</p> <p>3.1.6. To follow up with the entities to which the request referred, if necessary.</p> <p>3.2. In case the meeting will not be held</p> <p>3.2.1. Log in to SIS » Advisor Center.</p> <p>3.2.2. Select My Advisees</p> <p>3.2.3. Select 'student-related Advising Notes.</p> <p>3.2.4. Select 'create a note'.</p>	

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			<p>3.2.4.1. Subject: holding counseling meeting with student</p> <p>3.2.4.2. Assigned to: sender of the request</p> <p>3.2.4.3. Advisee Access: yes</p> <p>3.2.4.4. Comment: student not coming to the meeting</p> <p>3.2.4.5. Note status: closed.</p> <p>3.2.4.6. Submit</p>	

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7	Fourth week	Holding group meetings with students (in-person/online)	<ol style="list-style-type: none"> 1. Log in to SIS » advisor center. 2. Select my advisees. 3. Select notify all advisees. 4. Message Text: Inform all students about holding a group meeting with academic supervisor. 5. Send notification. 6. Fill out the group counselling case form (Form 2) 	<ul style="list-style-type: none"> ○ Guidebook of the e-services of academic supervision system (academic advisor) ○ Procedural handbook of academic supervision <ul style="list-style-type: none"> ▪ Academic advisor’s duties and responsibilities to the fresh and transferred students, p. 35 ▪ Orientation programs, p. 45 ○ Group advising case form (template2) <p>The handbooks and forms are available on Academic Supervisor Portfolio college Main page» Quick links» Academic supervision » academic supervision portfolios</p>

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8	End of semester	Meeting with the advisees particularly those on academic probation/ low performing / graduates to prepare the academic timetable proposed for the next semester and discuss adequate options.	<ol style="list-style-type: none"> 1. Send a notification to each student individually. 2. To discuss adequate options for preparing the academic timetable proposed for the next semester. 3. Filling out form (3): the form for academic courses proposed for the next semester. 4. From list of my advisees select 'supervision notes' for student. <ol style="list-style-type: none"> 4.1. Select 'create a note ' 4.2. Subject: academic timetable proposed for next semester 4.3. Add attachment: the form (3) proposed for student. 4.4. Note status: closed. 4.5. Submit 5. To send a copy of 'Form (3)' to the departmental timetables officer to consider the possibility to schedule those academic courses student desires to study during a semester other than the one in which it is scheduled. 6. To follow up with student as needed. 	