



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

# ACADEMIC ADVISING AND COUNSELLING GUIDE

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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## *Preface*

The College of Nursing, at Imam Abdurrahman Bin Faisal University, is pleased to provide this directory "Academic advising and counseling Guide" to introduce an overview on academic advising and counseling process to the students and faculty members who are responsible for the counseling and advising.

# Introduction

Academic advising and counseling service is an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them by their roles, responsibilities and rights. Academic advising and counseling service provides guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as develops the students' capacities and potentials, that enhances their academic performance.

Academic advising and counseling services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the college.

Given the importance of advising, students are assigned to an academic advisor upon admission to the college throughout the study period. The ratio between the advisors and the students are one faculty member for about 16 to 20 students. Academic advising and counseling unit members also assess the student who has psychological, social or personal problems and refer them to specialized faculty members to get the required support and guidance in full confidentiality.

## **Mission of Academic Advising**

Mission of academic advising & counseling unit is to assist students in identifying and achieving their educational goals that facilitate the student learning experience and student success. Academic counseling and advising not only develops a foundation for the college of nursing student achievement but also for the university excellence.

## **Vision of Academic Advising**

Academic Advising at the college of nursing aspires to be a national model for excellence and innovation in academic advising that sets standards of excellence on a collaboration with students to enrich their educational experience and empower them to develop meaningful educational, personal, and career goals.

## **Philosophy of Academic Advising**

The philosophy of academic advising is an integral part of the philosophy of the nursing College, has educational, personal, social and psychological dimensions. Academic advising committee believes that advising is an important tool in facilitating the student learning experience and success. academic advising reflect the continuing collaboration between the students and the advisors (faculty members). This collaboration develops through mutual trust, shared responsibilities, and commitment to help students in identifying, and realizing their personal and academic career.

# Objectives of Academic Advising & Counseling:

Academic advising & counseling aims to:

- Support and assist students who have academic or personal concern which hinder their academic success.
- Assist students in developing attitudes, insights and self" understanding, necessary for maximum growth and development.
- Help students to become self" reliant and be more capable of solving future problems themselves.
- Increase students' understanding of their roles and responsibilities toward themselves and their society.
- Inform students about the necessary rules and regulations concerning nursing program.
- Follow up students' progress throughout their academic years.
- Refer students suffering from educational difficulties or psychological problems to the suitable community services.
- Encourage students to take responsibility and to plan for their future.
- Coordinate with other departments within or outside the nursing college to solve the students' problems.
- Help student in selecting courses to integrate the educational and personal goals with the objectives of the college.
- Contribute in shaping student personality that is based on the Islamic behavior and tendency to help and cooperation with others.
- Develop sense of belonging and teamwork among students.
- Encourage students to develop their talents and develop creativity.
- Establish harmony between the new students and educational environment to achieve social adaptation and sound relationships with others.
- Improve quality of management of Student Affairs consistent with the National Organization for Academic Evaluation and Accreditation.
- Improve quality of guidance and counseling services provided to students in accordance with good practices developed by the National Organization for Academic Evaluation and Accreditation.

# Academic advising and Counseling Committee

Academic advising and Counseling Committee formed at the beginning of the academic year. An academic advisor is assigned to a group of students upon admission to the college and throughout the study period. The ratio between the advisor and the students are one faculty member 16 to 20 students.

## *The roles of the Committee are to:*

- Become knowledgeable concerning college rules, policies, regulations, and procedures that affect the academic programs.
- Maximize student awareness of the concept and importance of academic advisors.
- Inform the academic advisors by their assigned students.
- Ensure that office hours of academic advisors announced and posted and that all students have access to their academic advisors at regular times throughout the academic year.
- Welcome new students at the beginning of the academic year and acquainted them by the college rule, policies, procedures and requirement that affect their educational achievement.
- Create harmonious relationship between new comers' students and the educational environment to achieve social adjustment and healthy relationships with others.
- Follow up students' progress throughout their academic years.
- Prepare and distribute informational advising materials to the students regarding registration procedures, graduation



requirements and study skills. Involve the faculty members and students in their preparation

- Ensure that all academic advisors are providing specific and accurate information and Keep accurate students' records.
- Encourage students to participate in different academic and nonacademic activities.
- Provide individual and/or group counseling and advising for students having educational, social or personal difficulties.
- Be knowledgeable of resources and facilities available to refer students for information, support and advice (Deans' offices, Registrar's office, Counseling services, psychiatric hospital, financial resources, career resources, etc.)

# Roles and Responsibilities of the Academic Advisors

- Acquaint students with rules policies and regulations of the nursing college and Imam Abdulrahman Bin Faisal University, especially the newcomer students and provide outreaching programs about advising and counseling.
- Assist students in course selection and registration in collaboration with the Registrar's office.
- Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester;
- Send invitations to students encouraging them to visit the counseling office to discuss and review their academic and nonacademic problems.
- Identify and select meritorious and ideals students , continuously encouraging them and honored them at the university level to maintain excellence
- Maintain confidentiality of students' information and academic records unless student 'requesting approval in written.
- Assist in overcoming barriers that may prevent the students from completing their educational plan.
- Provide supportive academic advising by recognizing the personal, social or educational difficulties and responding to the differ students ' needs.
- Follow up and monitoring student academic progress and provide mentoring program as needed.
- Provide information regarding courses, requirements, tests, registration, course changes, and so forth.
- Provide encouragement and assistance for student with academic difficulties. Assist them in managing their time, develop more effective study skills, and send recommendations to the responsible course coordinator.
- Provide a private space in which student feel free to discuss their thoughts, aspirations, concerns, and interests.

- Help students have better understanding skills, self “development and enhance their self “confidence by identifying their strength and weakness.
- Keep resource materials as the Student Handbook, college rules and Regulation, academic calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concern. (Available online).

## Academic Advising Skills

Academic advisors must be equipped with the following skills to ensure effective counseling and advising.

### **Group Counseling Skill:**

The academic advisor practices these skills to deal with a group of students who shared common needs, such as unawareness of the system, educational difficulties, or frequent absenteeism. This can be achieved by identifying the problems, the causes and then make the appropriate decisions to overcome the problem.

### **Organizing Skills:**

It is the ability of the academic advisor to arrange the work of advising and counseling in a way that ensures the best benefit of them.

### **Leadership Skills:**

It is the ability of the academic advisor to direct the students towards achieving their desired goals.

### **Listening Skills:**

It is the ability of the academic advisor to carefully listen to student's opinions, ideas, suggestions, and problems. Listening skills strengthen the relation between the advisors and the students and ensure the ability to provide the needed guidance and support.

**Empathy skill:**

The ability of the academic advisor to share students' feeling and reactions is a necessary skill, to shows understanding to the students and to develop good relation with them. Hence help the student to accept the guidance process.

**Problem Solving & Decision Making Skills**

The academic advisor needs this skill to identify the problems facing the student, so that the student in acquires the abilities to identify problems, make judgment and decisions to resolve the problems.

**Planning and Time Management Skills:**

The ability of the academic advisors to set goals and transfer them to procedures that can be achieved; and the ability to organize the work and office hours to meet with the students.

## **The Students Roles in Counseling and Advising:**

- Identifies the office hours of the academic advisor.
- Keeps scheduled appointments with academic advisor.
- Discusses important information that affects their academic performance with the advisor.
- Provides true and accurate information to the academic advisor.
- Reviews the student perspective guide that clarifies rules and regulations of the college and study requirements.
- Informs the academic advisors by the significant changes in her academic schedule that may positively or negatively affect her performance.

- Follows through on advisor recommendations.
- Sets an appointment with an academic advisors
- Writes questions or topics that are in need from the academic advisor.
- Express her concern that may affect her ability to do her best, openly and honestly.
- Asks clarifications for the unclear items.
- Contacts the academic advisor for any academic or nonacademic advice.
- Be responsible to fulfill all academic requirements and achievements.

Counseling is an important tool but the students are the main responsible for that success.

## Confidentiality

- Students' Counseling Services provides confidential psychological services for students enrolled in the College of Nursing ! Imam Abdulrahman Bin Faisal University
- Counseling is most effective when a student can be direct and honest with a counselor without fear that personal information will be shared.
- The main concern of the counseling committee members are to raise the awareness of students and staff about the importance of confidentiality of information through the following process:
  - Maintain confidentiality of the students' information and academic records, unless student requesting approval in written.
  - A sign is applied to all academic advisors' record and documentation with the message "(This information is confidential for academic advising only and will not be shared with any third persons)
  - Assign students a random number at the beginning of each term. This will allow the faculty to manage confidential information without other people having access to them.
  - Coding number system is used for students' record.
  - Paper documents containing confidential information should be locked or secured from unauthorized access.
  - Counselors do not release information about a student without the Student's written permission, except in case of imminent danger to self or others.

## Tips for Effective Advising:

- Shows sincere interest, understanding, empathy and respect to the students.
- Establishes a warm, genuine, and open relationship with students.
- Maintains adequate office hours to adequately meet the advising needs of students.
- Listens carefully to students.
- Establishes rapport by remembering personal information about student and checking their file before the meeting.
- Be available; keep office hours and appointments.
- Provides accurate information to the students.
- Knows how and when to make referrals, and be familiar with referral sources.

- Keeps in frequent contact with advisees; take the initiative; do not always wait for students to come to you.
- Do not makes decisions for students; help them make their own decisions.
- Focuses on advisees' strengths and potentials rather than limitations.
- Encourages students to consider and develop conversations for future plans
- Keeps an anecdotal record of significant conversations for future reference.
- Maintains confidentiality of information.
- Knows the available job opportunities for the various specialties.
- Encourages students to talk by asking open “ended questions.

## Academic Advisor’s Procedures

Academic advisor keeps an updated folder for each student including all documents and information, particularly the following:

- Student’s schedule plan of the current semester
- List of the student's courses and grades.
- Transcript of the previous semesters to evaluate student’s performance and level of achievement.
- Copy of different forms and applications submitted by the students such as: incomplete, postponed, excuses, withdrawal and keep it updated.
- Copy of warning letters, or any decisions against student.

- Teaching staff letters regarding student's performance and attendance, or any other reasons.
- Reports & notes of academic advisors about the student's performance, progress and recommendations.
- A precise report on each advising session with the student.
- Schedules for providing individual advising sessions for the students.
- A list for low academic achievement' students and develop a schedule for meeting them.
- A List of pioneer student to encourage them.

## Student Counseling Service

- Counseling is a necessary tool, dealing with a wide range of concerns, which include: personal, emotional problems, adjustment to college, family and relational conflicts, as well as academic concerns such as test anxiety, motivation difficulties and career decisions.
- In addition to academic advising services, Counseling services are also available in the College of nursing. Students can see a counselor about anything that is worrying them or hindering them from completing their personal and academic achievement.



## Aim of the Counseling Service

- Conduct both group and individual sessions where student meet a professional counselor for discussing any concern in a comfortable, private and confident environment.
- Provide assistance in dealing with loneliness, stress, anxiety, frustrations, anger and depression associated with the College experience.
- Through counselor, Students can use some of the library materials such as CD and other materials that encompass assertive behaviors, time management, relaxation technique and much more (see appendix).
- Provide servers for the student who is in need to pass some psychological scales such as type of personality, assertiveness scale, anxiety scale and others.
- Study skills guidance pamphlets are available to the students by visiting the Academic advising office.
- Career Counseling provided to student who are Uncertainty of career alternatives services.
- Offer chance to the students to talk about concerns, which are worrying them and affecting their personal and academic life.
- Help the student to understand their problems better and find ways to dealing with it.
- Assist the student in making necessary adjustments for improving academic skills, learning to better communicate, strengthening relationships, and solving problems that interfere with learning.
- Assist the student both with problem solving and helping regain their usual coping abilities and sense of control.
- Working with students on a number of issues that are important to them.

# The Academic Counseling Services :

Student counseling is available for a variety of issues that include, but are not limited to, the following:

- Handling Stress and Anxiety
- Dealing with Procrastination
- Confusion about my academic major and/or career
- Feeling more self-confident
- Feeling depressed
- Fearing that I will be a failure
- Learning to express my opinions and feelings honestly and directly
- Knowing what to do to help a friend with a serious problem
- Family and relationship difficulties,
- Dealing with presentation anxiety,
- Crises management
- Stress management
- Handling test anxiety
- performance enhancement

# Study Skills

Through counseling students, acquire more effective and efficient study skills that focus on the following topics:

- Time management,
- Procrastination,
- Stress management
- Test” taking strategies,
- Final exam preparation
- Fighting Test Anxiety textbook reading,
- lecture note “taking,
- Memory.

## Cheating and Plagiarism

Students at College of nursing are engaged in preparation for professional activity. To assure the validity of the learning experience college of nursing establishes clear standards for student’ work.

In any creative presentation, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

**Cheating includes but is not necessarily limited to:**

1. Plagiarism,

Plagiarism includes, but is not limited to failure to indicate the source with quotation marks or footnotes if a phrase, graphic or an idea derived from the work of another person, in the work submitted by a student.

1. Submission of work that is not the student’s own for papers,
2. Submission or use of falsified data.
3. Theft of or unauthorized access to an exam.
4. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in anyway unauthorized information to another student during an examination.
8. Each student, therefore, is responsible for understanding the policies of

# General Guidelines for Effective Academic Counseling

- Establish a warm, genuine, and open relationship with the students.
- Listen attentively to the student without showing any form of criticism.
- Empathize with the student.
- Describe the behavior without worrying or attempting to diagnose.
- Do not argue the student out of moral.
- Do not show surprising of the student's problem.
- Involve the student in solving problems and not to provide ready made solutions.
- Maintain good eye contact.
- Reinforce the speaker by nodding or paraphrasing.
- Do not interrupt. Give the student time to finish what she has to say.
- Clarify by asking questions.
- Move away from distractions.
- Do not judge the students or tell them what to do.
- Help the students feel more control over their life.

# Psychological tests offered

At counseling services, Psychological Tests are used as part of a counseling process that can help students achieve their goals. These goals may include finding a suitable major or career path, identifying their levels of motivation or determining their personal learning style through testing students can become better acquainted with their preferred problem solving, communication, or temperament styles as well as their specific impact on their way of relating to others. Tests can also be used to identify the underlying dynamics of problems that the students may be facing such as stress, anxiety or depression. The Psychological Tests used at counseling services are standardized tools that require interpretation by licensed, trained professionals.

## **The benefits of psychological testing include:**

- Increased self “understanding
- Identification of personal strengths
- Identification of skills, which need to be learned
- Specific understanding of the dynamics of personality
- Identification of relevant mental health issues

# Referring student to other agents

Aside from the problems that may suggest the need for student counseling, there are other guidelines, which may help the faculty member define the limits of her involvement with a particular student's problem. It is important not only to hear what the student is saying, but also to be attentive to the non-verbal behaviors as well as the feelings underlying the message to you.

## **Circumstances that indicate the need for referring the student to other agents include the following**

- When a student presents a problem or requests information, which is outside the counselor range of knowledge.
- If a student is reluctant to discuss a problem with the counselor for some reasons.
- If a student has physical symptoms as Headaches, dizziness, stomach pains, it can be physical manifestations of psychological states.
- When a student attempt to commit suicide.
- When a student asks for referral.
- When a student has severed, psychological or financial problems the counselor may referred the student to the psychiatric agent or students' affairs office of Imam Abdulrahman Bin Faisal University.

# The Most Common Counseling Visits :

## 1. General

- Anxiety related to their academic requirements such as exams anxiety and presentations anxiety.
- General stress
- Depression.
- Relationship difficulties.
- Bereavements and parental separations.
- Loneliness and homesickness.
- Lack of self “confidence or low self-esteem.
- Making difficult decisions.
- Traumatic experiences including rape, assault and abuse.
- Anger management.
- Worries about appearance.
- Coping with change.
- Conflict with husband.
- Difficulties with study: not being able to concentrate; loss of motivation; fear of failure.

## 2. Academic Problems

- Dramatic drop in grade point average
- Deficient reading speed or comprehension
- Poor study habits
- Incapacitating test anxiety
- Sudden changes in academic performance
- Lack of class attendance
- Difficulty concentrating in class and /or exams.
- Request for the postponement or withdrawal from college.
- Persistent negative behavior in the class such as lying, stealing, cheating ,pilgrims or other deviant acts

## 3. Personal problems

- a. Noticeable decline in personal hygiene, appearance, or clothing.
- b. Marked seclusion and unwillingness to communicate
- c. Persistent antisocial behavior such as lying, stealing, or other grossly deviant acts
- d. Lack of social skills or deteriorating personal hygiene
- e. Inability to sleep or excessive sleeping
- f. Loss of appetite or excessive appetite
- g. Unexplained crying or outbursts of anger

- h. Acutely increased activity (i.e., ceaseless talking or extreme restlessness)
- i. Unusual irritability
- j. Thought disorder or feeling of persecution
- k. Irrational worrying or expressions of fear
- l. Death of a family member or a close friend
- m. Difficulties in marriage or family relationships
- n. Complain from any type of abuse

## Students frequently asked questions about Academic Advising

- ***What are the cases that I can seek advice and guidance?***

The student can resort to counseling and academic guidance to discuss all personal, social or psychological problems and topics, whether academic or non-academic

- ***How can the academic advisor help me?***

Academic advisor can help you through the following:

- Identify and define the problems that you experience.
- identify your patterns of thinking, your feelings and behavior
- Teach you new patterns of coping to help you deal effectively with problems.
- Find solution for your own life problems.
- Identify the strengths and weaknesses and use the strengths of your personality in life

- ***Is one session with the academic advisors sufficient to achieve my goals?***

Some students need two or three sessions and other may need more than that.

- ***Does any person know what is going between me and the academic advisor or counselor?***

Information of students who attend for counseling and academic advising is considered confidential and allowed access only with written permission from the student.

- ***How do I make an appointment with an advisor?***

An initial advisory interview with the academic advisor will be carried out to determine the type of service appropriate for the student.

- Student should fill out some forms necessary before seeing the academic advisor. Students can arrange an appointment to meet with the academic advisor through one of the following methods:
- Visit the Office of the faculty members, "Department of Psychiatric Nursing, " during the times of office hours from 11 am - 1 pm
- Contact by telephone



# Appendices

- Student's Progress Form
- Student Profile Form
- Academic Advisor's Notes
- Academic Advisor' Meeting Report
- Student' Satisfaction Questionnaire for Academic Advising
- Academic Difficulty Analysis Form
- Attendance/academic performance warning form
- تقرير المشرف الاكاديمي (إرشاد فردي)
- محضر اجتماع المشرف الأكاديمي (جماعي)
- نموذج اجتماع المرشد الأكاديمي مع طالبة

# **Academic advising and Counseling Forms**

COLLEGE OF NURSING

الخطة الدراسية الارشادية

**Student's Progress Form**

Student Name:

Email:

Student ID:

Mobile no:

Academic Adviser Name:

Second Year

<b>3<sup>rd</sup> Level</b>						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Islamic Studies III النظام الاقتصادي في الاسلام	DEIC 351	0201-351	2			
Microbiology & Parasitology	MDMB 221	1605-221	2			
Biochemistry	MDBC 231	1606-231	3			
Anatomy & Physiology I	MDAP 211	1604-211	4			
Fundamentals of Nursing I	NURS 241	1610-241	6			
<b>TOTAL</b>			<b>17</b>			
<b>GPA</b>						

Academic Supervisor Signature:

Date:

Students Signature:

<b>4<sup>th</sup> Level</b>						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Islamic Studies IV النظام السياسي في الاسلام	DEIC 404	0201-404	2			
Pathology	MDPA 242	1609-242	2			
Nutrition	MDBC 222	1606-222	2			
Teaching Skills	NURS 262	1610-262	2			
Fundamentals of Nursing II	NURS 252	1610-252	6			
Anatomy & Physiology II	MDAP 212	1604-212	4			
<b>TOTAL</b>			<b>18</b>			
<b>GPA</b>						

Academic Adviser Name:

Academic Supervisor Signature:

Date:

Students Signature:

Student Name:

Email:

Student ID:

Mobile no

### Third Year

5th Level						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Medical surgical Nursing I	NURS 311	1610-311	7			
Psychology	NURS 321	1610-321	2			
Pharmacology I	MDPH 341	1608-341	2			
Psychiatric & Mental Health Nursing	NURS 331	1610-331	7			
<b>TOTAL</b>			<b>18</b>			
<b>GPA</b>						

Academic Adviser Name:

Academic Supervisor Signature:

Date:

Students Signature:

Student Name:

Email:

Student ID:

Mobile no

6th Level						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Medical surgical Nursing II	NURS 312	1610-312	7			
Obstetric & Gynecologic Nursing	NURS 322	1610-322	7			
Pharmacology II	MDPH 302	1608-302	2			
Epidemiology & Biostatistics	NURS 411	1610-411	2			
<b>TOTAL</b>			<b>18</b>			
<b>GPA</b>						

Academic Adviser Name:

Academic Supervisor Signature:

Date:

Students Signature:

Student Name:

Email:

Student ID:

Mobile no

### Fourth Year

<b>7th Level</b>						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Introduction to Nursing Research & Evidence Based Practice	NURS 422	1610-422	3			
Nursing Management & Leadership	NURS 421	1610-421	6			
Pediatric Nursing	NURS 431	1610-431	7			
<b>TOTAL</b>			<b>16</b>			
<b>GPA</b>						

**Academic Adviser Name:**

**Academic Supervisor Signature:**

**Date:**

**Students Signature:**

**Student Name:**

**Email:**

**Student ID:**

**Mobile no**

<b>8th Level</b>						
Course Title	Symbol	No	Cr	Date	Grade	Remarks
Critical Care Nursing	NURS 412	1610-412	6			
Geriatric Nursing	NURS 441	1610-441	2			
Community Health Nursing	NURS 432	1610-432	6			
Nursing informatics	NURS 442	1610-442	2			
<b>TOTAL</b>			<b>16</b>			
<b>GPA</b>						

**Academic Adviser Name:**

**Academic Supervisor Signature:**

**Date:**

**Students Signature:**

**Student Name:**

**Email:**

**Student ID:**

**Mobile no**



## Academic advising and Counseling unit

### Student Profile Form

#### **DEMOGRAPHIC INFORMATION**

*(This information is confidential for academic advising only and will not be shared with any third persons)*

**Student Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Home address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Separated  Other

Number of family members residing at home: \_\_\_\_\_

(Including Yourself)

Social status:

High

low

Residence place:

On campus

Off campus

No. of brothers and sisters:

Brothers

Sisters:

Education of the father

Illiterate

Up to Primary

Intermediate Degree

Professional and above

Employment of the fathers (Specify) \_\_\_\_\_

Do You Have any Disability? (Y-----/N-----)

If Yes, Specify: \_\_\_\_\_

Do you have any current medical problems? (Y-----/N-----)

If Yes, Specify: \_\_\_\_\_

Have you ever been in trouble legally? (Y-----/N-----)

Is there a history of mental illness in your family? (Y-----/N-----)

Have you ever been hospitalized for psychiatric reasons? (Y-----/N-----)

Talents if any (Specify): \_\_\_\_\_

Please list below the people in your family and any other significant individuals in your life:

Name	Relationship to you

**Educational information:**

Academic Year: .....

Semester..... Date.....

Total credit hours/semester: .....

Number of warning: .....

Reason for Warning: .....

Withdrawal Hours: .....

Freezing Hours: .....

Mode of transport to attend the College:

**CURRENT YEAR COURSES**

Please indicate title, credit hours of all courses you are taking this year.

First Semester	second Semester

**Is there anything else you would like us to know?**

**Notes**

- *I understand that I must cooperate and be an active participant by regularly attending the appointments required by the academic advisors*
- *I agree to participate in the academic advisors Services and certify that the information provided on this profile form is correct to the best of my knowledge.*

**Student Signature**

.....

**Date:** .....

**Academic advisors**

.....





# College of Nursing

## Academic advising and Counseling unit

### ACADEMIC ADVISOR'S NOTES

Student' name ----- student ID# -----

Academic year..... Semester.....

Date.....

Referred by:  Self  Family  Friend  Academic Services  Faculty member

### NEEDS FOR ACADEMIC ADVISING

Please check all of the reasons that you have come in:

- Academic/faculty concerns
- Adjustment/transition
- Anxiety/stress
- Concern about someone else
- Depression/low mood
- Body image problems
- Family problems
- Grief/Loss
- Friend problems
- Self-esteem
- Sleep problems
- Other concerns:-----

### EDUCATIONAL INFORMATIONS:

Academic Year: .....

Total credit hours/semester: .....

Number of warning: .....

Reason for Warning: .....

Withdrawal Hours: .....

Freezing Hours: .....

Mode of transport to attend the College:

### **CURRENT YEAR COURSES**

Please indicate title, credit hours of all courses you are taking this year.

First Semester	second Semester

**DO YOU HAVE ANY PROBLEM RELATED TO THE PRESENT STUDIED COURSE?**

Yes

No

If Yes, Specify:

Name of the course: -----

The nature of the problem

Personal

Social

Health

Language

others

Additional comment: -----

**IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW?**

---

**ADVISOR'S NOTES.**

<i>Date</i>	<i>Area of Counseling (Career/Academic/Personal)</i>	<i>Suggested solution to the problem</i>

*Date for next appointment* -----

Student Signature

.....

Date: .....

Academic advisors

.....

Chairperson of the committee

Dr. Aleya Gamal Al-Dean



College of Nursing

Academic advising and Counseling unit

**ACADEMIC ADVISOR' MEETING REPORT**

**Date:** ----- counselor number:-----  
Student' name ----- student ID# -----

**Referred by:** Self/Family/Friend/Academic Services  
Faculty member

**Area of Counseling (Career/Academic/Personal)**

***Suggested solution to the problem***

***Date for next appointment***.....

**Academic advisors**  
.....  
.....  
**Date:** .....

**Chairperson of the committee**  
.....  
.....

**Academic advising and Counseling unit**

**Student Satisfaction Questionnaire for Academic Advising**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Section I**

**DEMOGRAPHIC INFORMATION**

Student Name: \_\_\_\_\_

Student ID# \_\_\_\_\_ E-

Mail Address: \_\_\_\_\_

Academic level:    n First    n Second    n Third    n Fourth

Marital Status: Single /Married /Divorced /Separated /Other

Residence place:    n on campus    n off campus

How many academic advisors sessions did you have during the semester

\*none            \* one            \* two            \* three            \* four or more

**Section II**

*DIRECTIONS: Please indicate your level of satisfaction with the following advising activities you have received:*

	<i>Advising activities</i>	<i>Satisfied</i>	<i>Somewhat Satisfied</i>	<i>Dissatisfied</i>	<i>N/A</i>
1.	My advisor is a good listener and communicates effectively with me.				
2.	My advisor shows respect and concern for my problems.				
3.	Advising has been available for me when I needed.				
4.	Advisors provide me information regarding course selection, registration and requirement.				
5.	Advisors inform me of deadlines for registration and freezing/withdrawal dates.				
6.	My advisor keeps informed of my academic progress by examining my grades and performance in different classes.				
7.	Advisors advise me when I have low grades in an effort to improve grades.				

8.	My advisor gives me advising regarding time management and study skills when I				
9.	Advisors offer encouragement and emotional support when needed.				
10.	My advisor talks with me about personal and social topics other than academics				
11.	Advisors are personally acquainted with my interests, aptitude and abilities.				
12.	Advisors work with me to build self-esteem, improve self-image, or				
13.	Advisors are supportive when I face problems with my family or friends.				
14.	When I faced a difficulty in decisions, my advisor assists me in identifying				
15.	My advisor encourages me to participate in outside- class activities according to				
16.	Advisors provide me accurate information about the college policies				
17.	Advisors aware by other departments and people on college who might be able				
18.	Advisors know community resources and refer me to them when appropriate.				
19.	Advisors discuss long range/career goals based on what I know about myself, as				
20.	I am satisfied in general with the academic advising I have received.				

### **Section III**

1. What are your advisor's strongest points?
2. What suggestions do you have for improving academic advising at your college?
3. What could your advisor do to improve the quality of his/her advising?

*Thank you so much for your help. I will read your comments carefully, consider them seriously, and make an attempt to improve the quality of academic advising for all present and future students for the College of Nursing.*

COLLEGE OF NURSING

**Academic advising and Counseling unit**

**ACADEMIC DIFFICULTY ANALYSIS FORM**

**Student Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

Please indicate the course(s) in which you are having difficulties.

-----  
-----

Check the appropriate reasons for the difficulties:

- Poor study habits Yes \_\_\_\_\_ No \_\_\_\_\_
- Language difficulty Yes \_\_\_\_\_ No \_\_\_\_\_
- Difficult to submit coursework on time Yes \_\_\_\_\_ No \_\_\_\_\_

If yes specify why -----

- Too much absenteeism Yes \_\_\_\_\_ No \_\_\_\_\_
- Does not prepare for class Yes \_\_\_\_\_ No \_\_\_\_\_
- Complain of a health problem Yes \_\_\_\_\_ No \_\_\_\_\_
- Lack of Staff help Yes \_\_\_\_\_ No \_\_\_\_\_
- Insufficient background of the course Yes \_\_\_\_\_ No \_\_\_\_\_
- Lack of interest in the course Yes \_\_\_\_\_ No \_\_\_\_\_
- Increased requirements of other courses Yes \_\_\_\_\_ No \_\_\_\_\_
- Have a personal problem Yes \_\_\_\_\_ No \_\_\_\_\_

If yes specify -----

Does not know the reasons for difficulty Yes \_\_\_\_\_ No \_\_\_\_\_

Other reasons -----

**Student Signature**

.....

**Academic advisors**

.....

**Chairperson of the committee**

.....

**نموذج إنذار بسبب الغياب**  
**ATTENDANCE/ACADEMIC PERFORMANCE WARNING FORM**

التعليمات

- يستخدم هذا النموذج لإنذار الطالبة بسبب غيابها
- يعبأ هذا النموذج من قبل منسقة المقرر ويسلم للطالبة المعنية
- تسلم نسخة من هذا النموذج الى منسقتي التسجيل والإرشاد

Instructions:

- This form used to inform the concerned student about her poor attendance and/or academic performance.
- The course coordinator is responsible for filling this from and handing it to the concerned student.
- A copy of this from should be submit to the coordinators of Student registration and academic advisor.

**معلومات الطالبة**

**STUDENT INFORMATION**

المستوى الأكاديمي Academic Level

اسم الطالبة Student Name

-----

-----

الرقم الجامعي # Student ID: -----

**تفاصيل الإنذار**

رمز المقرر Course Number

عنوان المقرر Course Title

-----

-----

عدد أيام الغياب Number of days absent

رقم الإنذار Warning Number

-----

-----

الغياب بعذر Excused Absences

الغياب بدون عذر Unexcused Absences

-----

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**ملاحظات مدرس المقرر**

التاريخ: ----- اسم منسقة المقرر: ----- توقيع منسقة المقرر: -----





COLLEGE OF NURSING

وحدة الإرشاد الطلابي

محضر اجتماع المشرف الأكاديمي (جماعي)

الفصل الدراسي .....  
العام الجامعي .....  
الفرقة الدراسية .....

لقاء رقم ( ) (اليوم) التاريخ / /

عدد الطلاب الحاضرين ( ) عدد الطلاب الغائبين ( )

يوم وتاريخ انعقاد اللقاء الإرشادي : .....

موضوعات اللقاء الإرشادي :

.....  
.....  
.....  
.....  
.....

التوصيات:

.....  
.....  
.....  
.....  
.....  
.....  
.....

اسم المشرف الأكاديمي:.....  
التوقيع:.....

COLLEGE OF NURSING

وحدة الإرشاد الطلابي

نموذج اجتماع المرشد الأكاديمي مع طالبة

الفصل الدراسي .....  
العام الجامعي .....  
اسم الطالبة ..... الرقم الجامعي .....

سبب الاجتماع :

	مراجعة التحصيل العلمي
	التسجيل
	الغياب
	إنذار
	أخري

وقد تم إرشاده إلى مايلي

اسم الشرف الأكاديمي:.....  
التوقيع:.....