



## Academic Advising and Student Support Unit

Prepared by  
**Academic Advising Unit**

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**under supervision**

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### Definition

Academic Advising and Student Support Unit : It is a unit established by the decision of the Dean of the College and is concerned with planning, coordinating and supervising the implementation of the academic supervision process in the college

### Vision

A leading and distinguished unit in the field of academic guidance and student support at the university level.

### Mission

Academic Advising and Student Support Unit seeks to provide academic, social and psychological advice and support to all college students to develop their personalities, develop their academic skills and develop their mental and psychological abilities in preparation for qualifying them for the labor market.

### Objectives

- Preparing students to adapt to university life
- Provide students with the right information.
- Enhance students' academic achievement.

- Caring for students with faltering academic achievement.
- Caring for and helping students socially, financially , and healthily

### Unit activities

- Defined by the vision, mission and objectives of the college.
- Develop an academic advising and student support plan in the college. Publishing lists on bulletin boards and the college's website.
- Supervising orientation programs for students.
- Preparing a report that includes the work of the unit and the levels of students.
- Consider students' academic problems
- Contribute to solving students' psychological, financial, social and health problems

### **Characteristics of the Board of Directors of the Unit**

- General supervision of academic advisors and follow-up of cases raised.
- Receiving new students and welcoming them in the first week of study and introducing them to the college and university system.
- Distributing students fairly to faculty members in the college.
- Receiving student reports and solving problems or submitting them to the Dean of the College or the Vice Dean for Education and Student Affairs.
- Organizing guidance and orientation meetings, courses and workshops organizing the mentoring process.

### **What is an academic advisor?**

It is a member of staff of the college who is responsible for academic guidance for a group of undergraduate students and follows the students' scientific career from entering the college until he graduates from it and extends a helping hand to them to solve their scientific and social problems until he achieves success in his university life

### **Criteria for selecting the academic advisor**

- To be a faculty member in the college.
- Ability to interact with students.
- To be familiar with the academic systems at the university.

- To have good morals.
- It is characterized by sincerity.
- Avoid establishing personal relationships with students.
- To keep students' secrets and privacy

### **Skills that an academic advisor**

- leadership and organization
- Effective communication with students.
- Decision -making and problem- solving.
- Good relationships with students.
- Good listening

### **Tasks of the academic advisor**

- Follow up with the student from the moment he enters the college
- . Monitor the student's academic progress.
- Provide advice and guidance to the student.
- Encourage the student to participate in student work and activities .
- Reviewing university instructions for students
- Encourage excellent students to maintain that level.