



# Academic Advising



Academic Advising Unit  
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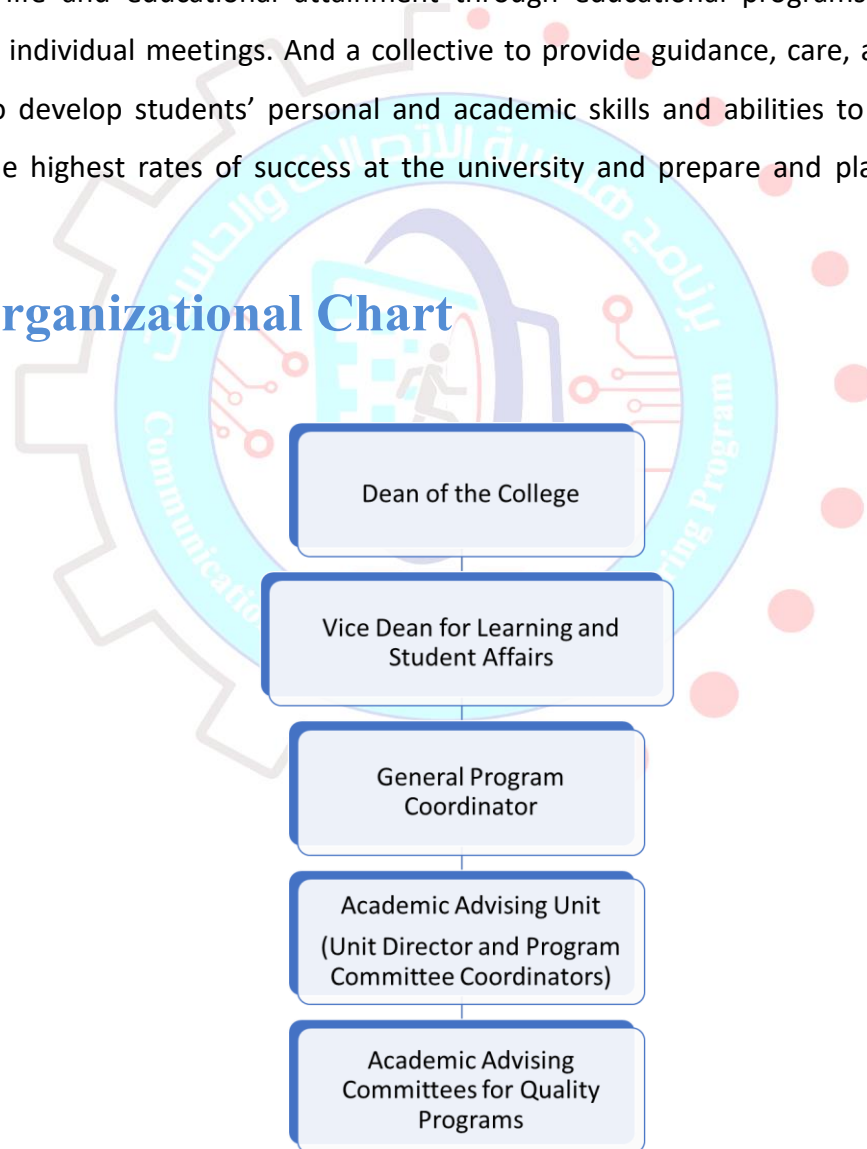
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## 1. Academic Advising

Academic advising is a professional process and educational service provided to students from their first day at the university and aims to introduce students to the university environment academically and socially, and to help students overcome academic and personal problems that may hinder their ability to integrate into university life and educational attainment through educational programs, executive plans, and individual meetings. And a collective to provide guidance, care, and various services to develop students' personal and academic skills and abilities to help them achieve the highest rates of success at the university and prepare and plan for their future.

## 2. Organizational Chart





### 3. Vision

Providing faculty students with institutional support and direction about academic, social, or personal matters.

### 4. Mission

AAU mission is to provide professional support to CCE students from admission to graduation, ensuring academic success and personal development. AAU is designed to ease students' transition from high school to university. This is achieved through educating students about the required skills and knowledge to enhance their academic success, capitalizing on the importance of choosing the right field of study, and familiarizing them with the available academic programs, and with the available personal support on campus.

### 5. Objectives

Academic advising aims to support and assist students from their first day at the university until graduation to overcome the obstacles that prevent them from integrating into university life and academic excellence by providing support, guidance, care and various services, including:

- Introduce students to Regulations, regulations and academic information for the college and study programs (general rules - vision - mission - programs and departments - study plans - fields of work for the graduate) .
- Providing assistance in choosing the appropriate specializations for their skills and abilities.



- Guiding and assisting students in preparing their study plan and supporting them to register study hours in line with their abilities and the regulations and rules regulating this.
- Helping students to integrate into university life and academic excellence.
- Helping students to overcome academic, social and psychological obstacles.
- Develop students' personal and academic skills and nurture the talented and distinguished.
- Introducing students to the fields of work of graduates from the various programs and helping them prepare and plan for the future.

## 6. AAU Tasks

The tasks of the Academic Advising Unit vary between drawing guidance policies, preparing strategic plans, follow-up, evaluation, development and improvement, and this can be specified in the following points:

- Drawing up policies and preparing the strategic plan for academic advising
- Spreading the culture of academic advising, its nature and importance among the parties to the counseling process.
- Preparing the annual plan for academic advising, defining the timetable, executive tasks, the person responsible for implementation, and the target groups, and it is achieved during the academic year .
- Preparing a plan for training programs and workshops for unit coordinators, academic advisors and faculty members, and supervising their implementation.



- Holding counseling meetings and collective induction programs with various student groups, including newcomers, defaulters, outstanding students, and graduates, and developing individual counseling programs for special cases of students.
- Establishing a mechanism for the work of the college unit and committees in departments and programs and defining the tasks of each component.
- Preparing standard forms for academic advising at the college.
- College's academic guidance plans, instructions and procedures, and evaluating the work of the uni, program committees, and academic advisors .
- Analyzing recurrent academic problems facing students and developing appropriate solutions.
- Prepare a semi-annual report for the unit to follow up and evaluate the implementation of the college's plan for academic advising

## **7. Academic Advising Committee Duties**

The functions of the Academic Advising Committee in the CCE program range from participating in the preparation of the executive plan for academic advising, following up on its implementation, and supporting students and academic advisors through:

- Spreading the culture of academic advising, its nature and importance among the parties to the counseling process.
- Implementation of the college's plan for academic advising by preparing an internal executive plan for the program and following up on its implementation.



- Participation in the implementation of training program plans and workshops to support academic advisors.
- Participation in the implementation of counseling programs and group and individual introductory meetings for students.
- Distribution of standardized academic advising forms, the student's academic advising file, and the academic advisor's file to students and academic advisors
- Assign students to academic advisors.
- Supervising the progress of the counseling operations, following up the implementation of the academic counseling plans, instructions and procedures in the program, and evaluating the work of the academic advisors.
- Analyzing recurrent academic problems facing students and developing appropriate solutions.
- Make a semi-annual report to follow up and evaluate the implementation of the college's plan for academic advising.

## **8. Academic Advisor Duties**

The academic advisor's tasks vary from supporting the student during the university study academically and personally, and introducing the student to the most important academic concepts related to university education and the university year, study plans and requirements, as well as supporting the student in technical, administrative and organizational tasks by doing the following:

### Technical tasks

- Preparation of updating academic guidance file for each student.
- Explain the study plan of the program to students and familiarize them with the requirements and graduation rates.
- Assisting the student in preparing his study plan.



- Assisting the student in selecting and registering courses at the beginning of each semester.

### Organizational tasks

- Follow-up students during the academic year and communicate with course professors or program management as needed to ensure that the student adheres to the requirements of academic progress and graduation.
- Organizing periodic instructive meetings with the student from the beginning of the semester during registration for courses and throughout the semester and before exams to follow up and solve the problems facing him
- Holding group orientation meetings for students.

### Administrative tasks:

- Assisting students in various academic aspects, such as apologizing for studying, postponing the semester, withdrawing, deleting and adding.
- Assisting the student in the graduation stage and how to complete the administrative graduation requirements and obtain academic certificates as well as certificates of the activities in which he participated.

### Special tasks:

- Motivating outstanding students.
- Help defaulters to lure the wrong and back to hard work.
- Discover talented students and develop their skills.





## 9. Common Stages of Academic Advising

The common stages of academic advising are described in the following chart:





## 10. Mentoring meetings & periodic workshops

It is of great importance to design, prepare and organize training programs, counseling meetings and periodic workshops with all parties to the academic advising process, including units, committees, academic advisors and students, in order to spread the culture of academic advising, development, development and support for the phases of the counseling process, and the following table shows some of those important practices.

- **workshop - Preparing academic advisors** from among the faculty and the supporting staff and explaining the nature and importance of academic advisory
  - Advisor tasks
  - How to be a distinguished academic advisor
  - Advising practices.
- **First academic advising meeting with new students** - it aims to introduce the college, explain study plans, academic programs, how to choose a major, university integration, and university regulations and laws.
- **Periodic meetings to**
  - Introduce the importance of academic advising, explain study plans, how to register, delete and add, and so on
  - Preparation programs for the semester and final exams
  - Programs for dealing with students who fail academically
  - Guidance programs and meetings according to the needs of each group of students
  - Explain and distribute the guidance plans, the academic guidance forms, the student file form and the academic advisor's file

### Approach

- One-to-One Advising Sessions



- Group Advising Sessions
- Academic orientation
- Major fairs and seminars
- Small groups meetings
- Peer advising
- Communication via email
- Open communication channels to detect problems as early as possible

## **11. Student file**

The academic advisor is responsible for preparing the academic advising file for each student who is entrusted with the task of guiding them and who is in his possession, while adhering to the standard forms of academic advising that are submitted to him by the academic advising committee of the program.

## **12. Academic Advisor Profile**

Each academic advisor shall be responsible for preparing his file and shall be in his possession and handed over a copy of it to the Academic Advising Committee, while adhering to the standard forms of academic advising that are submitted to him by the Academic Advising Unit in the program.

## **13. Online tools**

- Accessible advising link on Ebn El Haytm
- Accessible students' academic records
- Appointment reservation system
- Advising hold to ensure the obligatory meetings



**Mansoura  
University**



**Faculty of  
Engineering**



**Communications  
and Computers  
Engineering.  
Program**

- Advising assessment survey for professional development purposes

