

Kingdom of Saudi Arabia  
Ministry of Higher Education  
Qassim University  
College of Dentistry



المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة القصيم  
كلية طب الأسنان

# Student Guidance and Counseling Unit Handbook

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# بسم الله الرحمن الرحيم

تم إنشاء هذا الكتيب بناء على كتيب وحدة التوجيه والإرشاد في الجامعة

## Introduction

The student advisory unit is considered one of the pillars of university education in the kingdom. It aims to guide students to get the best results, adapt to the university environment, and take advantage of the available opportunities during their time as students and after graduation. Due to the importance of student advisory in the dentistry college, a specialized unit for the students' psychological, professional, and academic support was formed.

The Student Guidance and Counseling Unit (SGCU) is crucial in the College of Dentistry. It empowers students to take ownership of their education, beginning with their arrival and continuing through their five years at the college.

Students are assigned an adviser who will help orient them to the educational opportunities and facilitate thoughtful planning in their academic life on and off campus to finish their pathway toward graduation.

At the College of Dentistry, education is about fulfilling learning outcomes and charting a meaningful educational trajectory through compulsory and elective courses. This free education is meant to facilitate students' development and freedom. Student advising works to help students develop strong intellectual and practical skills, the capacity to engage with diverse communities, breadth of knowledge, flexibility of mind, the ability to put these skills into practice, good relationships with colleagues and staff, resilience, and positive mentality to go through academic and college environment, clear vision of the professional future after graduation. All these goals are manifested through the academic, psychological, and professional advising that SGCU applies.

## Mission

Help students establish, organize, and reach their educational objectives by providing assistance for student success and continuity, aiding them in comprehending the university's academic structure, and addressing the obstacles that hinder their academic progress through academic advising.

Raising students' self-esteem and guiding them to build good relationships with their surroundings, instilling in them a positive and flexible mindset to handle pressures and achieve psychological well-being through social and psychological advising.

Helping students identify their career path after graduation and working on enhancing that future before they graduate through professional advising.

## **Duties of Student Guidance and Counseling Unit (SGCU)**

### **First: Distributing the students to the advisors at the beginning of the academic year:**

1. The SGCU will distribute the registered students at all studying levels on the advisors for the new studying year immediately after the completion of the provided period for the student to register and after sending the final registration lists by the students' registration unit and that no later than two weeks from the beginning of the university year.
2. The committee shall distribute the students to the advisors in a way that is suitable to ensure the ease of communicating with the advisors and the equitable distribution of the students among the faculty members.
3. The students will be distributed to the advisors, and every 2-4 students will be assigned to each faculty member.
4. The student shall be informed of his advisor by the student page on the university website.
5. The faculty member shall be informed of the student whom he is responsible for the current academic year through the faculty member page on the university website.

### **Second: Process of the student advisory:**

- A. The advisor meets with his group once at the end of every month, and he meets with each student alone. The report is sent to the SGCU.
- B. The advisor will discuss with the student all that relates to:

1. Registering the studying courses.
2. Omission and addition.
3. Study achievement
4. The relation of the student with the faculty members.
5. The relationship of the student with his colleagues students.
6. The extracurricular activities.
7. Care about the scientific and practical skills of the student.
8. Social and psychological issues.
9. Professional future.

The advisor has the right to view the student's academic records to ensure that the student is achieving the educational process and studying achievement and is in line with their colleagues.

- C. The advisor will develop a meeting minute that includes the student's notes and the critical problems that may affect his level and creation (form SGCUF02).
- D. The advisor shall exert his efforts to solve the problems that may face the student and work on solving them with the student unless they are above his abilities, in which case he might refer the student to the SGCU.
- E. Reporting to the secretary of the SGCU monthly with no later than three working days from the next month of the meetings (form SGCUF02).
- F. The advisor will keep a copy of the meeting minutes and reports of the student's notes, problems, and his role in solving them in a private file called the advisory file for the faculty member.
- G. The unit secretary will send a comprehensive report, including all that is set out in the meetings and the periodic reports, to the SGCU no later than the end of the first week of the following month to follow up on the advisors' work, ensure communication with the students, and solve the problems that may be faced throughout the unit's monthly meetings (form no AACF03).

- H. The unit shall send the meeting minutes, which include the advisor's decision and which need interference from the college management or the university management, to the college's dean no later than two days from the date of the unit meeting to view and direct as necessary.**
- I. The student will be informed as soon as possible of the decisions made regarding his notes, whether by the advisor or the relevant agencies.**

### **Responsibilities of SGCU**

- 1. Firming the concept of the academic\psychological\professional advisory for the students and the faculty members (advisors)**
- 2. Awareness of the importance of the student advisory and the importance of communication with the advisor by publishing the unit handbook using the college website for this purpose.**
- 3. Clarifying the role of the advisor towards the students.**
- 4. Arranging workshops for the advisors to develop their abilities to communicate with the students and how to work on solving their problems.**
- 5. Discuss with the advisors the problems that may be faced by the students and work on solving them.**
- 6. Supervising the work of the advisors in the college and following their work.**
- 7. Distributing the college students into the advisors from the faculty members equally.**
- 8. Assisting the advisors in their work and facilitating their difficulties under the coordination with the college dean.**
- 9. Receiving all the reports from the advisors about the student's progress during the year and exceptional reports about some instances, like a student's low grades or issues, that need to be addressed urgently (Form).**
- 10. Discuss the problems that may influence the students' learning achievement and find solutions.**
- 11. Examining the issues of the students in any course, finding solutions for them, and sending reports with these solutions to the college deputy.**
- 12. Examining the psychological or social issues of the students and referring them to the guidance and counseling unit in the university to provide professional help.**

13. Supervising the directive programs of the new students to define the studying system and the examinations of the college.
14. Arising periodical reports (in the middle of each semester) implying the unit's work and a report about the students' level to the college dean.
15. Identifying talented, creative, outstanding, and stumbled students.

### Identifying talented, creative, outstanding, and stumbled students

**The unit follows two ways to identify the stumbled or talented students:**

**1-Through the student advisor:** he\she meets the students allocated to him individually at least once a month. During the meeting the following things are discussed:

1. Registering the studying courses.
2. Omission and addition.
3. Study achievement and achievements in extracurricular activities.
4. The relationship of the student with the faculty members, dental assistants, and peers.
5. Care about the scientific and practical skills of the student.

After each meeting, the advisor formulates the report and discusses all the issues that could affect the student's creativity and progress. Subsequently, it is the responsibility of the advisor to support, encourage, and work with the student for the resolution of his/her problem.

**2- Through student-related units and committees, including:**

- Communication with the Professionalism Unit to choose the outstanding student that is determined by the student's commitment to attend and depart from the clinic during the clinical sessions, as well as his/her compliance with professional procedures and protocols. According to that, the students are honored at the Annual College Ceremony.
- Communication with the Students' Research and Presentation Skills Supervision Committee (SRPSSC) to choose the best student that is nominated for presentation skills sessions and honored. Also, these students are given the opportunity to represent the College in external activity events.
- Communication with the students' club to determine the distinct students in the extra-curricular activities and praise and support them.
- **As for stumbled students:** if the advisor\ block or course organizer\ units or committee heads reported a stumbled student, the head of the unit beside the advisor would arrange a



monthly meeting with the student; if there is no improvement, the student will be referred to the student's affairs vice dean.

### Flowchart of the SGCU

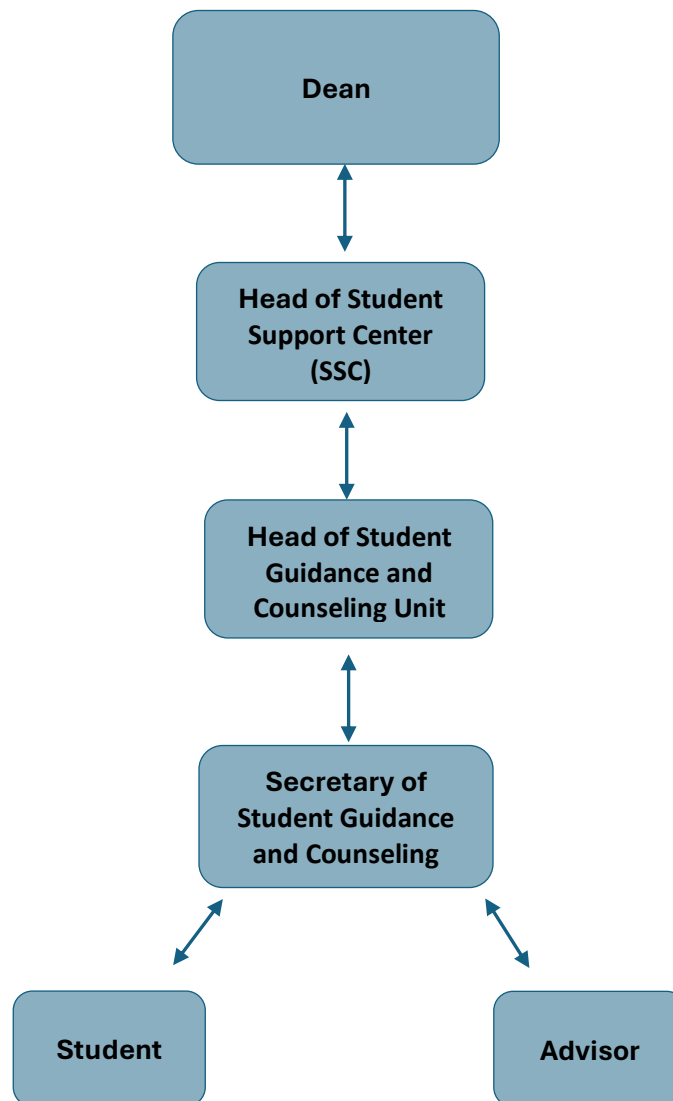


Figure 1: Flowchart of the unit's workflow of SGCU.

## Responsibility of the Student Advisor

The advisor will:

1. Be familiar with the standard rules and protocols of the educational process.
2. Be available to his designated students, offering them a timetable of convenient meeting times, email address, and phone number.
3. Encourage the students he is responsible for and focus on increasing their scientific and intellectual aspirations and professional goals.
4. Ensure the assigned students are in a sound mind state to handle their academic and social duties.
5. Maintain detailed and accurate records of the academic progress of the students assigned to him, as well as document all meetings with them using the appropriate forms ( SGCUF02 ).
6. Make an effort to address any personal issues that students may have, which could be impacting their academic performance, by using the form (SGCUF02).
7. Guide students to utilize the resources and amenities offered by the university, college, and departments.
8. Document and provide a summary of all student counseling cases in form (SGCUF02). This report needs to be submitted to the SGCU secretary.

### A checklist of the content of each student file prepared by the advisor

1. A recent copy of the academic record is "available through the faculty member page on the university website."
2. List of courses leading up to the student's graduation.
3. Minutes of periodic meetings between the advisor and the student, in addition to any reports or warnings directed by the course of the subject, through which the student's level can be assessed.

## Responsibility of the student

The student should:

1. Actively engage in scheduled meetings with his advisor.
2. Become familiar with the college's regulations and study procedures.
3. Thoroughly read available handbooks and guides to understand the college's services.
4. Fully comprehend the requirements of his academic program.
5. Seek advice and discuss any issues with his advisor.
6. Utilize the college's services and extracurricular activities effectively.
7. Complete the advisory meeting questionnaire (AACF03) accurately and thoroughly.

## Advising – Performance Evaluation

- The SGCU will send the students a questionnaire through the unit email address at the end of the second semester to measure their satisfaction and improve the advising process (AACF03).
- The student will complete the online questionnaire and submit it to the unit.

## Related Policies, Procedures, and Forms

Table (1) – Table of related policies, procedures, and forms

Policy/Procedure/Form name	Policy/Procedure/Form number
Student Advising and Counseling policy	<a href="#">SGCUP01</a>
Student Advising and Counseling Meeting Form	<a href="#">SGCUF01</a>
Student Advising and Counseling Monthly Report	<a href="#">SGCU02</a>
Student Advising and Counseling Performance Evaluation Form	<a href="#">SGCUF03</a>