



Academic Advising Manual College of Computer(COC)

2024



Preface:

The College of Computer (comprised of Computer Science, Information technology and Computer Engineering Department) at Qassim University, is pleased to provide this catalog "Academic advising and Counselling Guide" to introduce an overview on academic advising and counselling process to the students and faculty members who are responsible for the counselling and advising.

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1. 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 of 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. This collaboration's intent is to facilitate learning by providing opportunities for students to achieve their goals and uphold the college's academic standards.

Given the importance of advising, students are assigned to an academic advisor upon admission to the college throughout their study period. The ratio between the advisors and the students is one faculty member for about 10 to 20 students (based on student induction in each department at COC). Academic advising and counseling committee members also assess the student who has psychological, social, career or personal problems and refer them to specialized faculty members to get the required support and guidance in full confidentiality.

1.1. MISSION OF ADVISING ADVISING

Mission of academic advising & counseling unit is to assist students in identifying and achieving their educational and co-curricular goals that facilitate the student learning experience and student success. Academic counseling and advising not only develops a foundation for the college of Computer (CS, IT & COE) student achievement but also for the university excellence.

1.2. VISION OF ADVISING ADVISING

Academic Advising at the college of Computer aspires to be a general 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, individual, and career goals.

1.3. PHILOSOPHY OF ADVISING ADVISING

The philosophy of academic advising is an integral part of COC, and has educational, personal, social, and psychological dimensions. Academic advising committee believes that advising is a valuable tool in facilitating the student learning experience and success. Academic advising reflects 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.

1.4. OBJECTIVES OF ACADEMIC ADVISING

The Academic advising aims to:

- ✓ Support and assist students who have academic or personal concerns 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 College of Computer programs (CS, IT and COE) (Both Male and female Sections).
- ✓ Follow up students' progress throughout their academic years.
- ✓ Refer students suffering from educational difficulties or psychological problems to suitable community services.
- ✓ Encourage students to take responsibility and to plan for their future.
- ✓ Coordinate with other departments within or outside the college to solve the students' problems.
- ✓ Help students select courses to integrate the educational and personal goals with the college's objectives.
- ✓ Contribute to shaping student personality that is based on the Islamic behavior and tendency to help and cooperation with others.
- ✓ Develop a 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 guidance and counseling services provided to students in accordance with good practices developed by the National Commission for Academic Accreditation & Assessment (NCAAA).

2. ACADEMIC ADVISING COMMITTEE FORMATION

Academic advising 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 their study period. The ratio between the advisor and the students is one faculty member 10 to 20 students (based on number of students registered in each semester).

Academic Advising Committee officially constituted by the Dean, College of Computer on 17-4-1446, having following members:

1. **Dr. Syed Sohail Ahmed, (Coordinator & Member COE department).**
2. **Dr. Azzam (Member, IT department).**
3. **Dr. Abdulnasir (Member, CS department).**
4. **Dr. Lamia (Member, CS department, Female section).**
5. **Ms. Samiyah (Member, IT department, Female Section).**

The roles of the Committee are to:

- Become knowledgeable concerning college rules, policies, regulations, and procedures that affect 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 with the college rules, policies, procedures, and requirements that affect their educational achievement.

- 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 provide 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.

2.1. ROLES AND RESPONSIBILITIES OF ACADEMIC ADVISORS

- Acquaint students with rules, policies and regulations of COC and Qassim University, especially the newcomer students and provide outreaching programs about advising and counseling.
- Assist students in course selection and registration in collaboration with Student affairs.
- 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 commendable 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 monitor 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 students with academic difficulties. Assist them in managing their time, develop more effective study skills, and send recommendations to the course coordinator responsible.
- Provide a private space in which students 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.
- Provide resource materials for example the Student Handbook, college rules and regulations, academic calendar, class schedules and other useful resources to students.

2.2. WORKING MECHANISM FOR ACADEMIC ADVISING UNIT

1. The Academic Advising Unit is formed in the college, headed by a faculty member chosen by the Dean of the College, with members from each respective departments. (male & female both).
2. The Academic Advising Unit's meets at the beginning of each semester to set the unit's operational plan, and then the coordinator and Vice Dean follow-up based on the unified sheet for each department.
3. The Academic Advising Committee members (CS, IT & COE) are responsible for following up on the implementation of the recommendations of the Academic Advising Unit in their departments.
4. Organizing a lecture /seminar among the faculty members for the academic advising process is the responsibility of the Academic Advising Unit.
5. The Academic Advising Unit at the college gives awareness to students about the academic advising process at least once in each semester through discussion session and workshop, which should be at the beginning of each semester.
6. In all cases, the Academic Advising Unit is responsible for managing the academic advising process at the college in coordination with the concerned authorities.
7. In the days of the first week of study when the students are not distributed to their academic advisors, the Academic Advising Unit is responsible for managing the academic advising process for the new students in the college on behalf of their advisors until their distribution is completed.
8. The academic advising Unit allocates students to faculty members in the departments with the help of each department representatives. Therefore, each student has an academic advisor in accordance, depending on the enrollment of student in each department. (approx. 15 to 20 students per advisor).

9. Each academic advisor has to share a file for each of the students assigned to advise them, that contains all the necessary information related with their curricular and non-curricular activities. Also invite them through university email and share rules and regulations as well.
10. The academic advisor is responsible for identifying and following-up underperforming students who have academic difficulties, as well as discovering talented and outstanding students. When conducting a counseling session with one of the students, he records it in the unified sheet.
11. The Academic Advising Unit undertakes the follow-up of cases referred to it by the underachiever or talented students from the academic advising coordinators in the departments in coordination with the vice dean.
12. The academic advisor must keep the following:
 - College regulations for study and examination.
 - Study plan of the programs.
 - Academic schedules in the department and the college.
 - Academic advising operational plan at the college level.
 - The procedural guide for the Academic Advising Unit.
 - Study instructions and examinations issued by the Academic Advising Unit, or the College Council, or any other concerned committee.
 - Any circulars, decisions, or regulations that are useful in advising the student.

13. The academic advisor has to take into consideration the regulations of the study system and examinations in the colleges and the regulations for disciplinary action for students found on the colleges website.

2.3. WORKING MECHANISM FOR ACADEMIC ADVISORS

2.3.1 DISCOVERING AND SUPPORTING UNDERACHIEVING STUDENTS

- The academic advisor reviews the results of the semester exams at the end of the semester to determine the underachiever students i.e. students in difficulties (who have a GPA less than 2.50).
- Conducting a personal meeting for all these students to identify their problems from their point of view, and update in a unified sheet. In the case that the reason for their failure is established, the matter is presented to the Academic Advising Unit to provide support and assistance and follow up on solving the problem until the student's achievement rate increases.
- The advisor writes down in the sheet of these students the nature of the problem and the level of the student's achievement.
- The academic advisor with the coordinator of the Academic Advising Unit conducts a follow-up for underachiever students according to the appropriate program or the department.

2.3.2 CARING ABOUT OUTSTANDING STUDENTS

The academic advisor, in cooperation with the Academic Advising Unit and the College Administration propose and perform a program to sponsor outstanding students, which aims to:

- Improving the skills and cultural capabilities of students and developing

their talents.

- Forming a spirit of honest competition among students.

2.3.3 MECHANISM FOR DEALING WITH UNDERACHIEVING STUDENTS:

Underperforming students are categorized as follows:

- a. Student with a GPA less than 2.50
- b. Student who was unable to achieve the completion grade for one or more courses.
- c. Student who has failed more than once in one course or academic level.
- d. Student who has not completed previous level courses and is registered in different levels.

2.3.4 RESPONSIBILITIES TOWARDS UNDERACHIEVING STUDENTS:

The responsibility of identifying underachieving students belongs to the academic advisor, who is each faculty member responsible for the academic advisory operations for students.

Each academic advisor prepares a report on the cases of underachievement in his group of students that he is advising, and determines the reasons for this failure.

Reports of underachiever are studied by the academic advising coordinators in the programs and the director of the academic advising unit at the college, so the needs of these underachieving students are determined to raise their academic difficulties.

The Academic Guidance Unit at the college coordinates with the Vice Dean of the College to identify and hold appropriate workshops to address the causes of underachievement, especially in developing the self-abilities of underachieving students.

Every academic advisor, as soon as the examination results are announced, follows up on the improvement in the level of achievement for these students and submits a report

on that to the Advising Unit.

Honoring students who have exceeded their academic difficulties.

2.3.5 MECHANISM FOR DEALING WITH OUTSTANDING STUDENTS:

A student who has abilities and is able to achieve a high rate not less than excellence in his studies.

2.3.6 RESPONSIBILITIES TOWARDS OUTSTANDING STUDENTS:

Outstanding students are selected in each program according to their GPA and according to specific criteria and conditions approved by the College Vice- Deanship. They are honored with appreciation certificates of excellence.

The responsibility for selecting the names of the outstanding students in the various programs is the responsibility of the Admission and Registration Deanship and the Deanship of the College.

An appreciation letter is given to the outstanding student in the name of the dean of the college, which is delivered to him/her at by the Dean.

The names of the top outstanding and distinguished students will be announced on a college honor board containing the names and photos of these best students.

Personal photos of outstanding students are published on the colleges' social media and on the colleges' website.

2.3.7 CRITERIA AND CONDITIONS FOR OUTSTANDING STUDENTS:

1. Students must have obtained a cumulative GPA of 4.5 or above.
2. Students must have at least one or two levels left to be graduated, regardless of the completion of the summer training.
3. Students must have completed all levels within the specified legal time without delay.

4. Students must be regular and have not exceeded the legal period required to complete the graduation requirements of the academic program.
5. Students must have a good conduct and behavior; and no decision or disciplinary penalty has been taken against them.
6. All of the above conditions from 1 to 5 together must be fulfilled.

Academic Advising Unit, through the academic advisors, studies the cases of the outstanding students, and determines the best ways to deal with them. The following procedures are used to deal with them:

A: Holding meetings between the academic advisor and the outstanding students to motivate them to make excellence a culture.

B: Working to create an encouraging and stimulating environment for excellence by taking the appropriate ways like qualifying courses.

C: Outstanding students are encouraged to participate in the colleges activities.

2.3.8 MECHANISM FOR DEALING WITH TALENTED STUDENTS:

A student who has superior mental abilities or outstanding performance that exceeds his colleagues in one of the activities or fields supported by the college or university.

2.3.9 RESPONSIBILITIES TOWARDS TALENTED STUDENTS:

At the beginning of each semester, the student club coordinator prepares a semester program for various extra-curricular activities, including cultural, sports and social activities that will be held during the semester.

Each academic advisor encourages students to participate in the college's activities and encourages them to showcase their talents.

The Student Club Committee then discovers talented and creative people in various fields and submits their names to the coordinator of the Academic Advising Unit.

Talented and creative people are encouraged to participate in courses to develop their intellectual, creative and innovative abilities.

3. 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 making the appropriate decisions to overcome the problem.

Organizing Skills:

The academic advisor can arrange the work of advising and counseling in a way that ensures their best benefit.

Leadership Skills:

The academic advisor can direct the students towards achieving their desired goals.

Listening Skills:

The academic advisor can 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' feelings and reactions is a necessary skill, to shows understanding to the students and to develop good relationships 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 acquires the abilities to identify problems, make judgment and decisions to resolve the problems.

Planning and Time Management Skills:

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

3.1. STUDENTS RULES IN ADVISING

- ✓ Identifies the office hours of the academic advisor.
- ✓ Keeps scheduled appointments with academic advisor.
- ✓ Discusses essential 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 of the significant changes in his/her academic schedule that may positively or negatively affect his/her performance.
- ✓ Follows through on advisor recommendations.
- ✓ Sets an appointment with an academic advisor.
- ✓ Writes questions or topics needed from the academic advisor.
- ✓ Express his/her concern that may affect her ability to do his/her best, openly, and honestly.

- ✓ Asks clarifications for the unclear items.
- ✓ Contact the academic advisor for any academic or nonacademic advice.
- ✓ Be responsible to fulfill all academic requirements and achievements. Counseling is a valuable tool, but the students are the main responsible for that success.

3.2. CONFIDENTIALITY

- Students' Counseling Services provides confidential psychological services for students enrolled in the College of Computer, Qaasim 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 advising committee members is 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.
- Paper documents containing confidential information should be locked or secured from unauthorized access.
- Advisors do not release information about a student without the student's written permission, except in case of imminent danger to self or others. Conducting weekly meetings with students to monitor their progress and completing meeting forms

3.3. TIPS FOR ACADEMIC 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.
- Listen carefully to students.
- Establishes rapport by remembering personal information about students 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.
- Keep in frequent contact with advisees; take the initiative; do not always wait for students to come to you.
- Do not make 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
- 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.
- Evaluate both the code and the report in detail
- Offer constructive feedback and critique the work to enhance its quality

3.4. ACADEMIC ADVISING PROCEDURE

For the effective implementation of Student Advising in true letter and spirit and to facilitate students in curricular as well as co-curricular activities. Following are the steps/ procedure for academic advising:

- **Step#1:** Acquire the student List (respective semester) form COC Student affairs or Head of department (HOD) from respective department for academic advising.
- **Step#2:** Compare and distribute the students among faculty members equally and make sure that each member has students with mix GPAs.
- **Step#3:** Notify faculty members (through department representative) via email and in department council also inform student affairs to update the advisors list in “my qu” system.

Each Academic advisor also keeps an eye 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.
- ✓ 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's students and develop a schedule for meeting them.
- ✓ A List of pioneer students to encourage them.

4. STUDENT COUNSELLING SERVICES

- 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 Computer. Students can see a counselor about anything that is worrying them or hindering them from completing their personal and academic achievement.

4.1. AIMS OF COUNSELLING SERVICE

- Conduct both group and individual sessions where students meet a professional counselor to discuss any concern in a comfortable, private, and confident environment.
- Help in dealing with loneliness, stress, anxiety, frustrations, anger, and depression associated with the College experience.
- Through advisor, 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.
- Provide servers for the student who needs 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 is provided to students who are uncertainty of career alternatives services.
- Offer a 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 deal 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 several issues that are important to them.

4.2. ACADEMIC COUNSELLING 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 genuine problem
- Family and relationship difficulties,
- Dealing with presentation anxiety,
- Crises management
- Stress management
- Handling test anxiety

- Performance enhancement

4.3. STUDY SKILLS

Through advising 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.

4.4. CHEATING & PLAGIARISM

Students at the College of Computer are engaged in preparation for professional activity. To assure the validity of the learning experience the college of Computer establishes clear standards for students’ 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 failure to indicate the source with quotation marks or footnotes if a phrase, graphic or idea derived from another person's work, 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 any way unauthorized information to another student during an examination.
8. Each student, therefore, is responsible for understanding the policies of the college

4.5. GENERAL GUIDELINES FOR EFFECTIVE ACADEMIC ADVISING

- 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 with the student out of morals.
- Do not show surprise 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 he/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.

4.6. PHYSIOLOGICAL TEST

At advising services, Psychological Tests are used as part of an advising 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

4.7. THE MOST COMMON COUNSELLING VISIT

1. General

- Anxiety related to their academic requirements such as exam anxiety and presentation anxiety.
- General stress
- Depression.
- Bereavements and parental separations.
- Loneliness and homesickness.
- Lack of self “confidence or low self-esteem.
- Making tough decisions.
- Anger management.
- Worries about appearance.
- Coping with change.
- 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. Complain from any type of abuse

4.8. STUDENTS FAQs ABOUT ACADEMIC ADVISING

- *What cases can I seek advice and guidance?*

The student can resort to 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 solutions 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 others may need more than that.

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

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.

- Students 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 (academic advisors), "Department of CS/IT/COE, College of Computer, " during office hours.

- Contact by WhatsApp/email

5. ACADEMIC ADVISING LINKS

Attached Advising QR codes. All required Academic Advising info, workflow, Operational plan, brochures, advising follow-up etc., are officially communicated and made accessible to both advisors and students. This organized approach ensures that comprehensive documentation is available to support efficient communication, and coordination. Throughout the semester, the AA committee and Vice Dean (Student affairs) conducts regular check-ins to ensure that all students and advisors maintain consistent contact and they will monitor the progress via these Codes:

Detail is shown below:

Academic Advising Workflow		Academic Advising Operational Plan	
Academic Advising Committee Formation		Choosing Career	
Exam Anxiety		Mental Health Awareness	

Disability Awareness		Academic Advising Follow-up (COE)	
Academic Advising Follow-up (Unaizah Branch)		Academic Advising(Female) AlRass Section	
List of Students with advisors COE		Punishment Performa	
Academic Advising Unaizah Branch			

6. SPECIFICATION APPROVAL DATA

COUNCIL / COMMITTEE	
REFERENCE NO.	
DATE:	