



**Academic  
Counselling  
Program**



# **Academic Counselling Guide University of Bisha**



**2018-1439**

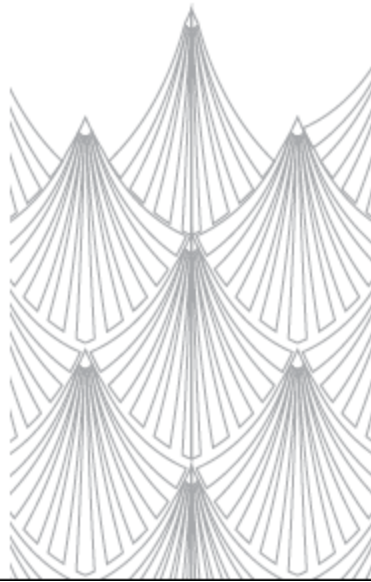
**[www.UB.ed.sa](http://www.UB.ed.sa)**

**Towards a creative, knowledge-based community**





**In The Name of God, Most Gracious, Most Merciful**





## Table of Contents

Sr.	Content	Page
1	Speech of The University President	6
2	Speech of The Vice Presidency for Educational Affairs	8
3	Speech of The Dean of Admission and Registration	10
4	First: Academic Counselling: An Abstract	12
5	1. Definition	14
6	2. Importance	14
7	3. Goals	15
8	4. Elements	16
9	5. Target Categories	17



## Table of Contents

Sr.	Content	Page
10	Second: Organizing Academic Counselling and Activating Its Tools	18
11	1. Academic Counselling Unit	20
12	2. Academic Counselling Committee at the College	22
13	3. The Academic Mentor	26
14	4. Cases Requiring the Intervention of The Academic Mentor	29
15	5. The Relationship Between the Academic Mentor and The Student	30
16	6. The Skills of the Academic Mentor	31
17	Third: Electronic Services	34



18 Fourth: Forms

44





## Speech of The University President

The University of Bisha exerts its best to develop counselling services for all university male and female students, as they are the cornerstone and the basic pillar in the establishment and progress of universities.

The university has shouldered the task of having the academic counselling plays the most important and constructive role that serves male and female students, and supports them in their university course that is based on scientific and methodological basis. It is important for the university student to find someone who guides him in his university studies and academic course, and directs him for the advice and instructions he needs, that would lead him to excellence, as well as achieving academic and scientific achievements.



This guide, which the Vice Presidency for Educational Affairs has prepared, will be helpful - God willing –for teaching staff members of the university to provide counselling services, and will also be an assisting factor for male and female students of the University of Bisha in increasing their academic excellence and reducing their stumbling rate.

University President

Prof. Dr. Ahmed bin Hamed Naqadi





## Speech of The Vice Presidency for Educational Affairs

The Vice-Presidency of Educational Affairs has been keen on developing and improving the mechanisms of academic counselling, starting from providing counselling services and ending with the guideline advices.

One of the roles of the academic mentor is to inform male and female students of their rights and duties. Whereas male and female students were distributed in equal numbers to each academic mentor (a teaching staff member) to guide and counsel them. The academic mentor also knows about difficulties and problems the male or female student faces. He seeks to solve them according to systematic counselling plans that rely on modern counselling methods, to take the hands of our male and female students towards success and excellence, both on the scientific, practical, or behavioral and social level.





Out of the interest of the Vice-Presidency of Educational Affairs in academic counselling, developing its mechanisms, and activating its tools, the Vice-Presidency issued this guideline and introductory guide for academic counselling at University of Bisha, asking God Almighty that this guide meets its desired goals in a way that serves the interest of male and female students of University of Bisha.

Vice President for Educational Affairs

Prof. Dr/ Saeed bin Misfer al-Maliki



## Speech of The Dean of Admission and Registration

Academic counselling and its achievement in the educational process is important. For this reason, the Vice-Presidency of Educational Affairs decided to provide the brothers and sisters of the teaching staff members of the university with this guide to be helpful in providing the best counselling services for our male and female students.

**We ask God for help and best of success for all.**

Dean of Admission and Registration

Dr. Fares bin Salem Al Qurashi



Academic  
Counselling  
Program



AcademicCounselling  
An Abstract

01





The university student's knowledge of the systems and regulations governing the educational process within the college is one of the means that helps him pass his academic years without problems or obstacles. Hence the role of academic counselling in activating the relationship between the student and the teaching staff member of the college is highlighted through a system that introduces the student to the college and its academic and student systems.

Whereas, counselling has a major role in preparing the male / female student for university life, especially if the advice is issued from experienced and knowledgeable persons, its results will be better in helping male / female student in his/her university life.

Therefore, counselling was a cornerstone of Saudi universities and higher education, and since the higher education system in Saudi universities depends on the credit hour system, this



system considers the individual differences between male and female students, as it gives the student great flexibility in choosing the courses he/she studies, and in choosing the lectures and available dates that suits him/her.

The success of this system depends mainly on the effectiveness of academic counselling and its ability to take the hand of the male / female student, so that he/she overcomes what he may encounter from troubles or problems, so he / she familiarizes the academic environment, becomes able to rely on myself, and qualified to take the appropriate decision during his/her educational course, according to his/her willingness and capabilities.



## 1. Definition

Academic counselling is defined as a process that aims to assist the male / female student in discovering his / her abilities and capabilities to assist him / her in making decisions related to his / her study plan, and to help him / her overcome the difficulties that may hinder his academic course.

For this purpose, the educational departments provide the teaching staff member as an academic mentor to each male / female student during his / her academic course, whereas the male / female students of the department are divided into small groups, and each group of male and female students has an academic mentor.

## 2. Importance

Academic counselling represents in a way that ensures achieving the backbone of the educational process on which all the services help them in the university and the highest rates of success that



provided by University of Bisha society course of the male /  
are built for its male / female female students. As it is  
students. The university attaches important for academic  
the greatest importance to this counselling to adopt some of the  
aspect professionally and special mechanisms that are in the  
educationally, so as to push the organization and how to deal with  
male / female student to engage superior and stumbler students, as  
in his/ her university community, well as support and motivate  
and to make him/ her continue his talented and creative male /  
educational course through the female students who have special  
application of study plans, and all capabilities and skills that the  
what is related to the performance university must nurture, refine  
of the male / female student and and stimulate for more creativity  
his educational attainment at all and exclusivity.  
levels,







3



G  
o  
a  
l  
s

a.

Facilitate university services that raise the level of academic achievement for students, and that reveals the scientific ambition of these students to benefit them in their university studies and career prospects.

b.

Introducing university regulations and systems to the male / female student, and the various counselling services provided to him / her that clarify his / her rights and duties.

c.

Helping students to set their goals, and honing their different skills for the benefit of them now and in the future.



d.

facilitate the administrative procedures provided to students according to academic standards in the context of the overall quality that University of Bisha seeks.

e.

guiding students to prepare and plan their scientific and practical future after graduation.

f.

working to guide students and introduce the credit hour system to them, and all that leads to their academic excellence, and provide appropriate support for each male L female student at the time he/she needs.

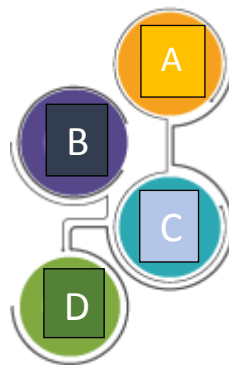


#### 4. Elements

The elements of academic counselling consist of four basic elements: the student, the academic mentor, the college academic counselling committee, the academic counselling unit, and each of these four elements has a major role without it, this construction would not be complete.

##### Student:

The main element upon which the entire educational process is based is the student. Once the student is admitted to the university, he must be introduced to the university system and its



##### Academic Mentor:

The role of the academic mentor is to help the male / female students to take the appropriate decision at the right time, which motivates him / her to successfully pursue his educational progress



regulations and laws regulating the relationship between the student and the university, and between the student and the college, and introduce him of his rights and duties.

### Academic Counselling

#### Unit:

The Academic Counselling Unit is under the supervision of the Vice Presidency for Educational Affairs.

and not to fall or slip into the low academic or achievement level. The male / female students will only be able to do so through the academic mentor's role to the fullest.

### College Academic

#### Counselling

#### Committee:

The college's role is focused on being the authority entrusted with developing and



The Academic Counselling Unit develops plans and programs, and follows up their implementation by the Academic Counselling Committees in the colleges. Also follows the difficult cases on the Academic Counselling Committees in the colleges.

implementing academic counselling plans for each discipline. The Academic Counselling Committee limits and prepares students, distributing them to teaching staff members, leading to the success of the educational process and its proper direction.



## 5. Target Categories

The target categories of the academic counselling are male and female students of the university. Some of them are committed to the plan and the stumble, the superior and those with creative thought. Therefore, from the point of view of the importance of the academic counselling, it was necessary to determine the level of the male and female student, and from which category is he/she? Accordingly, the academic mentor advises him / her according to his/ her situation, and the student categories are as follows:

### a. Superior Students:

The University of Bisha conducts a sorting process for superior male / female students, and the responsibilities of selecting and sorting them are divided on clear scientific bases, and in accordance with specific regulations between the Deanship of Admission and



Registration, the Deanship of Student Affairs, and the Academic Counselling Unit in each college in coordination with the Vice-Presidency for Educational Affairs, and handing them certificates of appreciation at a ceremony.

**b. Talented and Creative Students:**

International universities define the talented or creative student as that male / female student who has intellectual and creative abilities that makes him / her distinct from his peers in a field or science, or one of the aspects of creativity that the college supports, and motivate each male / female student in the field of excellence and uniqueness. Whereas the student activity official prepares at the beginning of each semester the programs of student activities that will take place during the semester culturally, sports and socially.





The academic mentor urges male / female student to participate in such activities, because they make the male / female student interact with his peers and colleagues, and through them the talented and creative male / female students are sorted each in his/her field; The student activity officer raises a list of students whose talents have been discovered to the President of Academic Counselling Unit.

### c. Stumble Students:

A stumble student is defined as that male / female student who did not pass one or more courses, or failed more than once at one academic level, or that male / female student who moved from one program to study another program or more than one program. The academic mentor is responsible for identifying stumble students. Whereas each academic mentor prepares a detailed report on the stumbles cases in his student

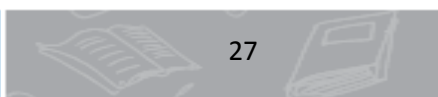


group that he supervises: their causes and ways to overcome them.



Organizing Academic  
Counselling and  
Activating Its Tools

02





Academic Counselling is not a one-time event, nor a series of isolated meetings only between the mentor and students, but rather an ongoing and systematic process that accompanies the student's progression to graduation. Academic counselling involves planning, directing, communicating and setting goals. Academic counselling is an advanced scientific method and to activate and organize academic counselling, he needs to be concerned with the existence of the basic elements as ingredients to ensure its success and efficiency. The success and effectiveness of academic guidance depends on:



## 1. Academic Counselling Unit

"The Academic Counselling The Vice Presidency for Unit at the University Educational Affairs assigned the presidency for Educational committee rapporteur from Affairs organizes and manages among its members, and he is the Academic Counselling the supervisor of the Academic System within the university, Counselling Unit, and he is the and this unit is linked to the executive responsible for the standing committee for performance of the Academic academic counselling, which is CounsellingSystem within the headed by the Vice president for colleges.

Educational Affairs and the Among the tasks of the membership of a group of Academic Advising Committee teaching staff members are the following:

representing the Deanship of Admission and Registration, the



Deanship of Student Affairs,  
and specialized members.



Establishing a clear policy for academic counselling systems and rules, its regulation, and defining its procedures.

Existence of a system to review extension systems and work to develop them constantly.

Existence of specific policies for training mentors and evaluating their performance.

Issuing regulations for academic counselling to clarify its rules, regulations, organization and procedures.

A system for evaluating the performance of academic counselling is available on an ongoing and regular basis.

Interest in knowing students' opinions, attitudes toward the system, and their satisfaction with it.



It is necessary to warn that the accreditation and signature of the academic mentor is essential to the registration process (deletion and addition) before heading to the college registrar. Any violation that occurs, the student is responsible for it (such as registering a course without a requirement or a course above his level)

A fair policy is available to motivate academic mentors.

Submit an annual report to His Excellency the President of the University on the status of academic counselling, the obstacles faced by colleges, and ways to develop academic counselling.

The availability of sufficient information about students and their academic achievement, and this requires an information base that allows checking this information in a timely manner.



## 2. Academic Counselling Committee at The College

The Academic Guidance Committee is a committee established by a decision of the dean of the college, and it is concerned with planning, coordinating and supervising the implementation of the academic supervision process in the college, and the committee is responsible with the dean of the college. The Academic Counselling Committee at the colleges is concerned with providing counselling to the college students in an effort to take advantage of their own capabilities, and work to develop their skills, and encourage them to excel and academic creativity, to graduate in the specified time period after they have acquired scientific expertise and practical skills that prepare them for a successful opportunity to work as well as study their psychological, health, material and functional problems and contribute to solving it.





It is the responsibility of the Academic Advising Committee of the College:

01

Spreading the culture of academic counselling and its importance.

02

Supervising the implementation of its procedures and instructions for academic counselling and following up on it.

03

An introductory meeting was held with the new teaching staff and members to acquaint them with the system of study in the college and the counselling mechanism in the college.

04

Counselling programs to provide all means of support and help to college

05

Distribute students to college academic

06

Urging students to the review the academic mentor



superior male / female mentors and during the students and motivate announce this in announced office others. student schedules. hours.



Counselling programs to familiarize male and female students who are new to the study system, how to take exams, and to help them enroll in the university system. Counselling programs to inform male / female students of their rights and their duties towards university community. Counselling programs to improve the academic achievement levels of all male / female students.



Counselling programs to work on studying the cases of students with special needs, in order to help them, according to their different abilities, to achieve the highest achievement rates by studying the difficulties



they face and working to overcome them and solve them radically, allowing them to excel and integrate into the academic community.

Counselling programs to overcome all difficulties and problems experienced by stumblermale / female students, ensuring they are overcome and help them achieve their ambition and success scientifically and in life.



Study cases referred to it by the college management, prepare reports on them, and submit them to the competent authorities.



Review students' complaints about any course, find solutions, and raise that to the college's management.



14

Raise periodically (every mid-semester) with a report that includes the work of the unit as well as a report on students' levels to the college management and a copy to the university's academic counselling unit.

15

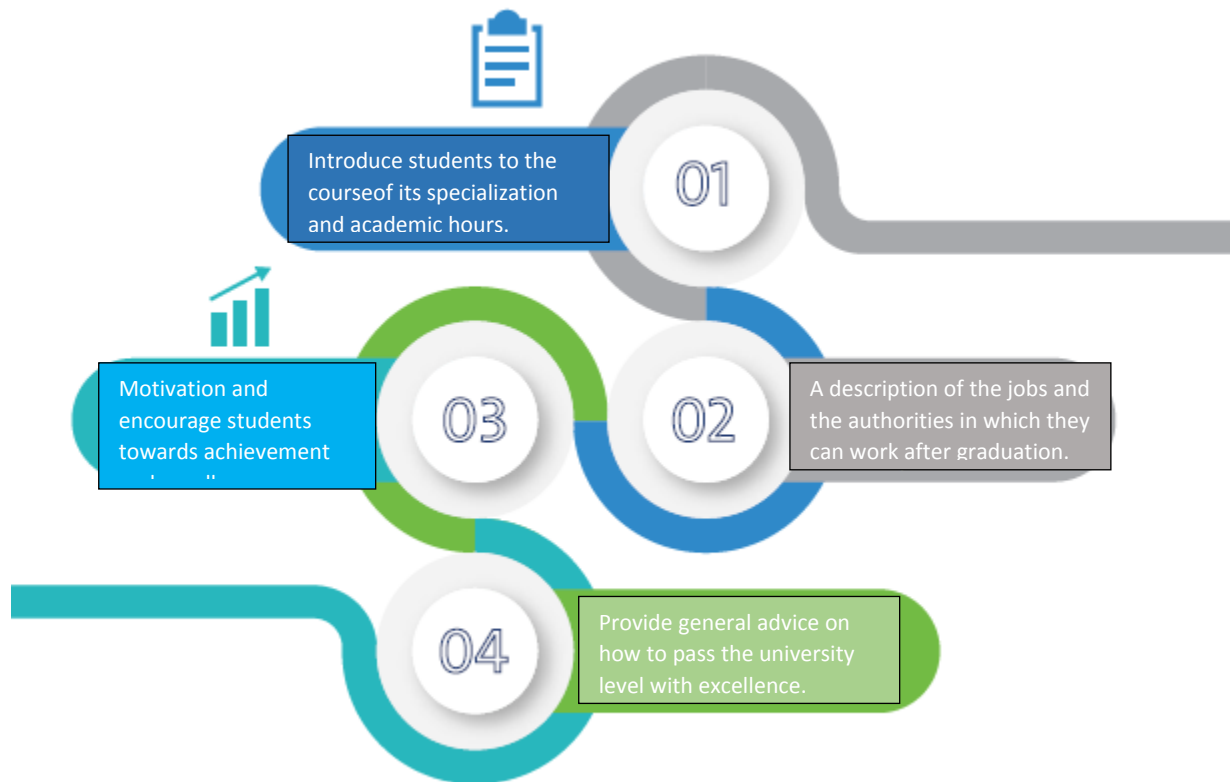
Contribute to solving students' psychological, financial, social and employment problems and, when necessary, submit it to the Deanship of Student Affairs to take the necessary actions.

16

In the first week of each semester, the reception ceremony for new students is organized in a comprehensive meeting attended by the college's deanship, departments heads and counselling coordinators to provide students with the necessary information about the university stage and the system of study and introduce students to the importance of referring to university regulations during their



academic course and the need to communicate with his academic mentor. It permeates this celebration





### 3. The Academic Mentor:

The academic mentor is a teaching staff member assigned to him a group of students, Among his duties:

01

Introducing the university system and regulations, especially the university study and exams list.

02

Knowing registration, deletion, addition, and transfer especially the dates announced by the Deanship of students and ensuring Admission and Registration.

03

Knowing college's study plan and graduation requirements for the male / female student's schedule corresponds to the college's study plan.

04

Providing assistance Urging students to Allocating office

05

06



to the student in the participate in hours to meet  
event that there is academic and students in his office  
difficulty in extracurricular to discuss the  
registering or activities. problems they face  
opposing some while studying.  
materials.

✿ 07

✿ 08

✿ 09

Helping students in Introducing students Clarifying the best  
general and new with the GPA and methods of study,  
students in particular explain the reasons using scientific  
adapting to for its rise and fall. writings in this field,  
specialization and to achieve the best  
working to overcome possible results for  
obstacles and the group's students.  
problems facing  
them.





❁ 10

Work to nurture Caring for Entering the students with special scholarship students academic system to talents and develop and taking care of follow up the cases their talents. their affairs and of his group.

❁ 11

problems.

❁ 12

Preparing a report at the end of the semester that includes a summary of the work and proposals, and submitting it to the President of the Academic Counselling Committee at the college (Dean of the College).

❁ 13

❁ 14

Urging students to Identifying the Provide students - link science with various phenomena especially graduate work and consider that may appear students - with

❁ 15

❁ 16



the importance of among students, and information on the education by setting deal with them in a graduate field of work an example in the way that serves the and how to prepare for form of the teacher interests of students, the start of a career. and his behavior. the educational unit, the university, and society.

 17

 18

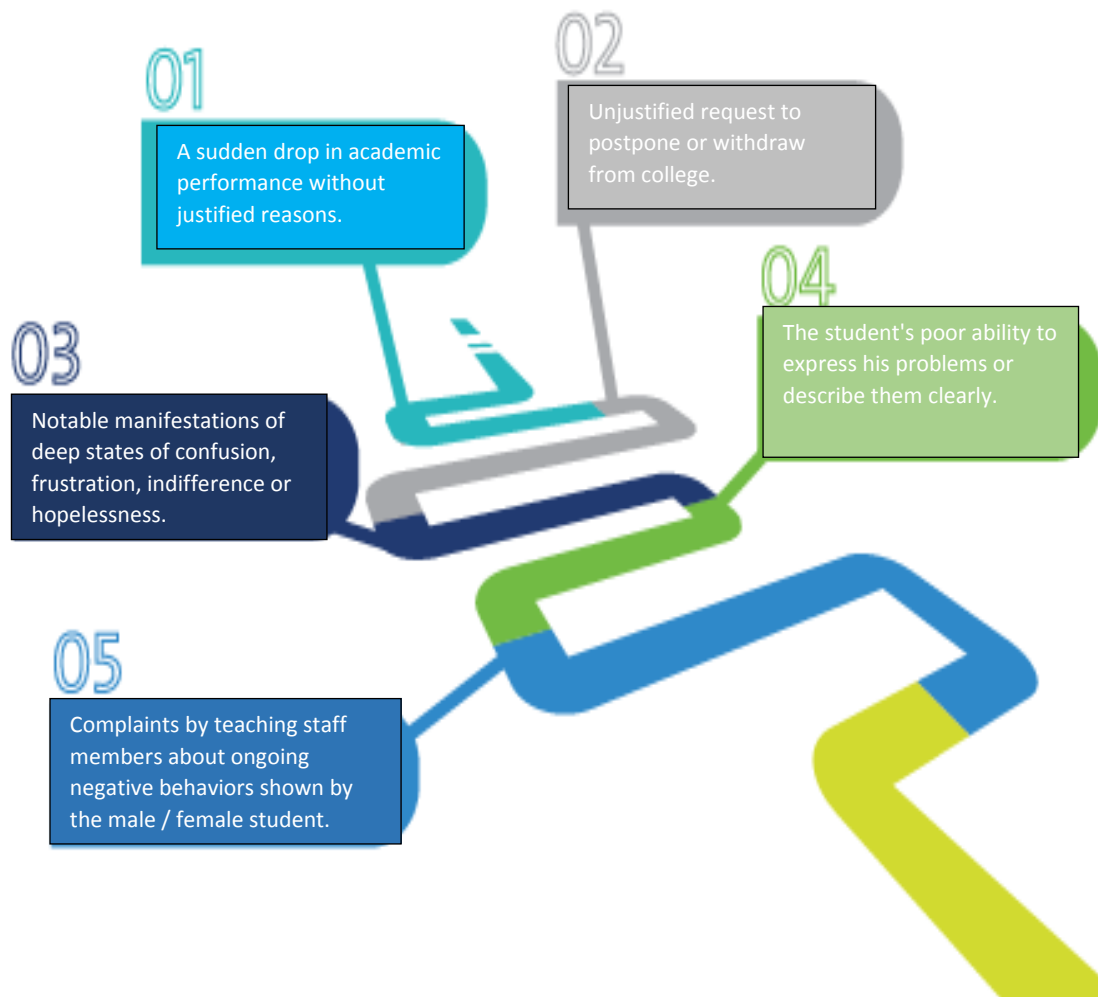
 19

Developing cultural Coordination with Introducing quality and knowledge the Academic standards and care for awareness among Counselling Unit in them and urge students and taking the college to students to adhere to appropriate accomplish his them. measures to achieve tasks. this.



#### 4. Cases Requiring the Intervention of The Academic Mentor

There are some cases that require the direct intervention of the academic mentor, including:





## 5. The Relationship Between the Academic Mentor and The Student

The academic mentor is one of the teaching staff members and makes this effort for the future of the male / female student.

There are some obligations that a university student must adhere to with his academic mentor, knowing that the academic mentor works for the benefit of the male / female student, including:

01

Ensure scheduling of interviews with your academic mentor and adherence to all attendees, and not be absent except in an emergency situation.

02

Make sure to use the public services provided by the college and

03



university, which the  
 academic mentor  
 directs to you.

The presence of Be sure to listen to  
 direct the advice of the  
 communication academic mentor.

❁ 04

between the  
 academic mentor and  
 the student, such as  
 the phone or e-mail.

❁ 05

Participate  
 discuss with  
 academic  
 mentoreverything  
 that matters to your

❁ 06

and The  
 the mentorshould not be  
 skipped when any  
 problem occurs by

❁ 07

Going to the  
 academic mentor  
 when any urgent  
 problem occurs.  
 going directly to the



academic future. college  
management.

## 6. The Skills of The Academic Mentor

A successful mentor who is able to interact with his students can determine their need, and listen to them with listening and interest; understanding each small and big things his students tells him, and even involves them in planning their studies, investing his experiences and abilities, taking with their hands and humiliating all the difficulties that they may face during their studies; So, there should be certain abilities and skills that the academic mentor should have, Among these skills:

### a. Initiative and Confidence Building

It can only be achieved through a good relationship; mutual friendliness and mutual trust prevail between the academic



mentor and his students so that he can achieve his goal, and implement his plan well and in a spirit of initiative to serve and guide students. He must share the joys and concerns of the students with what makes them listen to his advice and counselling.

#### b- Organization and Motivation

The academic mentor should have the ability to help students, understand their different abilities and direct them to study in departments that serve their future aspirations scientifically and professionally, while being able to arrange and organize individual works for students to ensure full benefit from them.

The academic mentor must also be a good listener for his students, in order to get acquainted with their opinions, ideas, and suggestions, and the difficulties and obstacles they face, and work towards solving them, which motivates male /



female students to participate effectively, and promotes trust between the two sides of the academic work: the mentor and the male / female student.

#### c- Productivity and Time Management

One of the most important features of the academic mentor for male / female students in how to invest time successfully and effectively by designing an agenda for the student and setting a time plan to finish their work with his help includes registration dates, deletions and additions and organizing office hours in which students meet with the mentor.

#### d- Working as a Team Work

In this case, the academic mentor is made up of a group of students facing one of the difficulties, such as: lack of knowledge of the academic system, academic stumbling, absence, low GPA,





shortening of time and to achieve other goals, including: involving students in solving their problems, reaching results, and making correct and appropriate decisions. Then, the academic mentor collects male and female students and divides them into groups, so that they learn about the problem and discuss its causes, ways of solving and facing it. The academic mentor must share with students their views and opinions, and engage with them in their ideas, so that they can identify and solve the problem.



Electronic Services 03



In the following pages, an explanation of the way to enter and use the academic counselling system electronically through the University of Bisha portal and through the academic program:



1- The academic mentor identifies the user (teaching staff member), then he enters the username and password to enter his own account in the lecturer portal that the following picture shows:





2- The Academic MentorService through the electronic services available to him as shown in the attached picture, and after selecting the Academic MentorService, the following page appears:





The Academic Counselling at University of Bisha provides the mentor with a set of services available on the university's portal on the Internet. Among these services:

- Automatically review the students of the academic mentor and review their data.

- The student's academic record and study plan.

-Attendance and absence rate, and the actions the academic mentor takes against the male / female student.



- The ability to send a portal message to the student's portal on the academic system.

- The ability to send a text message on the student's mobile.

3- The following picture shows a list of the names of the students affiliated with the academic mentor as depicted by the electronic system of the University of Bisha portal:



اسم الطالب	رقم الطالب	اسم المشرف	رقم المشرف	رقم المقرر
محمد بن عبد الله	101010101	د. محمد بن عبد الله	101010101	101010101
أحمد بن محمد	101010102	د. محمد بن عبد الله	101010101	101010101
عبد الرحمن بن أحمد	101010103	د. محمد بن عبد الله	101010101	101010101
فاطمة بنت محمد	101010104	د. محمد بن عبد الله	101010101	101010101
علي بن علي	101010105	د. محمد بن عبد الله	101010101	101010101
سارة بنت أحمد	101010106	د. محمد بن عبد الله	101010101	101010101
خالد بن خالد	101010107	د. محمد بن عبد الله	101010101	101010101
مريم بنت محمد	101010108	د. محمد بن عبد الله	101010101	101010101
عبد العزيز بن عبد العزيز	101010109	د. محمد بن عبد الله	101010101	101010101
نور بنت محمد	101010110	د. محمد بن عبد الله	101010101	101010101
ياسر بن ياسر	101010111	د. محمد بن عبد الله	101010101	101010101
هدى بنت أحمد	101010112	د. محمد بن عبد الله	101010101	101010101
عبد الوهاب بن عبد الوهاب	101010113	د. محمد بن عبد الله	101010101	101010101
سماح بنت محمد	101010114	د. محمد بن عبد الله	101010101	101010101
عبد السلام بن عبد السلام	101010115	د. محمد بن عبد الله	101010101	101010101
مروة بنت أحمد	101010116	د. محمد بن عبد الله	101010101	101010101
عبد الجبار بن عبد الجبار	101010117	د. محمد بن عبد الله	101010101	101010101
ليلى بنت محمد	101010118	د. محمد بن عبد الله	101010101	101010101
عبد الباق بن عبد الباق	101010119	د. محمد بن عبد الله	101010101	101010101
مها بنت أحمد	101010120	د. محمد بن عبد الله	101010101	101010101



4- It also enables him to view the student's academic record, learn the courses registered in the current semester or previous semesters and the GPA and semester average, and review the grade obtained by the student in each course on the semester courses as shown in the attached picture:

The screenshot displays the student portal interface for the University of Hama. It shows a navigation menu on the left and a main content area with three sections, each representing a semester's academic record. Each section includes a table with columns for course ID, course name, semester, and grade. The first section is for the 1st semester, the second for the 2nd semester, and the third for the 3rd semester. The tables show various courses and the grades obtained by the student in each.

الرمز	اسم المادة	الترم	الدرجة
1	الرياضيات	1	1
2	الفيزياء	1	1
3	الكيمياء	1	1
4	اللغة العربية	1	1
5	اللغة الإنجليزية	1	1
6	التاريخ	1	1
7	الجغرافيا	1	1
8	العلوم الطبيعية	1	1
9	العلوم الاجتماعية	1	1
10	العلوم الإنسانية	1	1
11	العلوم الصحية	1	1
12	العلوم الفنونية	1	1
13	العلوم التطبيقية	1	1
14	العلوم الحاسوبية	1	1
15	العلوم الهندسية	1	1
16	العلوم الإدارية	1	1
17	العلوم الاقتصادية	1	1
18	العلوم القانونية	1	1
19	العلوم السياسية	1	1
20	العلوم التربوية	1	1
21	العلوم الصحية	1	1
22	العلوم الفنونية	1	1
23	العلوم التطبيقية	1	1
24	العلوم الحاسوبية	1	1
25	العلوم الهندسية	1	1
26	العلوم الإدارية	1	1
27	العلوم الاقتصادية	1	1
28	العلوم القانونية	1	1
29	العلوم السياسية	1	1
30	العلوم التربوية	1	1
31	العلوم الصحية	1	1
32	العلوم الفنونية	1	1
33	العلوم التطبيقية	1	1
34	العلوم الحاسوبية	1	1
35	العلوم الهندسية	1	1
36	العلوم الإدارية	1	1
37	العلوم الاقتصادية	1	1
38	العلوم القانونية	1	1
39	العلوم السياسية	1	1
40	العلوم التربوية	1	1
41	العلوم الصحية	1	1
42	العلوم الفنونية	1	1
43	العلوم التطبيقية	1	1
44	العلوم الحاسوبية	1	1
45	العلوم الهندسية	1	1
46	العلوم الإدارية	1	1
47	العلوم الاقتصادية	1	1
48	العلوم القانونية	1	1
49	العلوم السياسية	1	1
50	العلوم التربوية	1	1
51	العلوم الصحية	1	1
52	العلوم الفنونية	1	1
53	العلوم التطبيقية	1	1
54	العلوم الحاسوبية	1	1
55	العلوم الهندسية	1	1
56	العلوم الإدارية	1	1
57	العلوم الاقتصادية	1	1
58	العلوم القانونية	1	1
59	العلوم السياسية	1	1
60	العلوم التربوية	1	1
61	العلوم الصحية	1	1
62	العلوم الفنونية	1	1
63	العلوم التطبيقية	1	1
64	العلوم الحاسوبية	1	1
65	العلوم الهندسية	1	1
66	العلوم الإدارية	1	1
67	العلوم الاقتصادية	1	1
68	العلوم القانونية	1	1
69	العلوم السياسية	1	1
70	العلوم التربوية	1	1
71	العلوم الصحية	1	1
72	العلوم الفنونية	1	1
73	العلوم التطبيقية	1	1
74	العلوم الحاسوبية	1	1
75	العلوم الهندسية	1	1
76	العلوم الإدارية	1	1
77	العلوم الاقتصادية	1	1
78	العلوم القانونية	1	1
79	العلوم السياسية	1	1
80	العلوم التربوية	1	1
81	العلوم الصحية	1	1
82	العلوم الفنونية	1	1
83	العلوم التطبيقية	1	1
84	العلوم الحاسوبية	1	1
85	العلوم الهندسية	1	1
86	العلوم الإدارية	1	1
87	العلوم الاقتصادية	1	1
88	العلوم القانونية	1	1
89	العلوم السياسية	1	1
90	العلوم التربوية	1	1
91	العلوم الصحية	1	1
92	العلوم الفنونية	1	1
93	العلوم التطبيقية	1	1
94	العلوم الحاسوبية	1	1
95	العلوم الهندسية	1	1
96	العلوم الإدارية	1	1
97	العلوم الاقتصادية	1	1
98	العلوم القانونية	1	1
99	العلوم السياسية	1	1
100	العلوم التربوية	1	1



The academic mentor follows the study plan for the student who wants to study his condition and academic status, what was able to pass, and what was underachievement by reviewing the study plan that the male/female student developed for himself / herself, which is shown in the following picture:

الاسم	الرمز	العدد	النسبة المئوية	الحالة	الدرجة
الرياضيات	101	3	75	مجتاز	75
الفيزياء	102	3	60	مجتاز	60
الكيمياء	103	3	55	مجتاز	55
البيولوجيا	104	3	50	مجتاز	50
الهندسة الكهربائية	105	3	45	مجتاز	45
الهندسة الميكانيكية	106	3	40	مجتاز	40
الهندسة المدنية	107	3	35	مجتاز	35
الهندسة المعمارية	108	3	30	مجتاز	30
الهندسة الصناعية	109	3	25	مجتاز	25
الهندسة الحاسوبية	110	3	20	مجتاز	20
الهندسة البيئية	111	3	15	مجتاز	15
الهندسة البحرية	112	3	10	مجتاز	10
الهندسة الفضائية	113	3	5	مجتاز	5
الهندسة النووية	114	3	0	مجتاز	0

6- The academic mentor can review the observed absences of the student through the student's absence icon, and take the appropriate action if the student's absence is repeated, which is illustrated in the following picture:





7- Through the icon for the procedures, the academic mentor can review the procedures that the current or former academic mentor has taken against the student, as shown in the attached picture:



8- The ability to send a text message on the student's mobile, and the ability to send a portal message that reaches the student's portal to the academic system.