

Academic Advising

The following is a list of suggested general items for academic advisors when meeting their advisees:

- ✓ Observe the profile of the student performance since his entry to the University. If there is fluctuation in the performance, or he is experiencing probations, warnings, drops, withdraws, readmissions, etc., then highlight these issues to the student and show the consequences on his record and on graduation.
- ✓ If the student is readmitted conditionally to get a certain minimum GPA (e.g. 2.25 or 2.5) then he should be advised to achieve that GPA. Failure to do so may result in a discontinuation or drop out status. He may consider remedy the situation before the semester ends. In this case CAAC support may be needed as well.
- ✓ The advisor should also look at the type of courses and loads taken by the student each term and his performance in different terms, e.g.:
 - Is he following the degree plan?
 - Is his performance in major and technical courses is as good as in the general courses i.e. IAS and GS?
 - Is he convinced about his major or having in mind to change and so he is trying to take mixture of courses?
- ✓ For graduating students, the advisor should check the graduation requirements, cumulative and major GPA and if recalculation is needed and student should make sure that the degree requirement will be fulfilled by double checking with the Chairman and/or the Registrar office.
- ✓ The student should know that some of the courses are offered once a year (either first semester only or second semester only), advisors need to inform the students about that.

The following is a list of items that relate to the performance of the student. The advisor needs to take these into account when meeting his advisee:

- ✓ Ask him about his performance in his courses for the current semester (062), and preferably about each course.
- ✓ Ask him if he is happy about his performance for the current semester, as well as the previous semesters.
- ✓ If you find out that the student is not doing well, or does not feel happy about his performance, ask him why? He may or may not know the reasons:

- If he knows why, ask him about remedial actions and discuss the details with him.
- If he does not know why, ask him on how he spends his day and discuss that with him if you would. Otherwise, ask him to seek help from the Counseling and Advising Center CAAC.
- ✓ If you find out that the student is doing well and his grades support this, then he knows what he is doing. You need to motivate him and encourage him to do better.
- ✓ Regarding his early registration, you may ask him if he has a clear plan for the remaining courses of his degree:
 - If he has one, have a look at it and give your input if needed
 - If he does not have one, encourage him to start making one and give him an idea on how to make one.
- ✓ Discuss with him his plan for the next semester(s). Advise him on what you think is appropriate for him. Tell him clearly that the decision is his!
- ✓ If you feel that the student has problems (social, physiological, health, self management, ..etc) that hinder his performance, ask him to seek an advice from experts. You may want to advice him to visit CAAC.