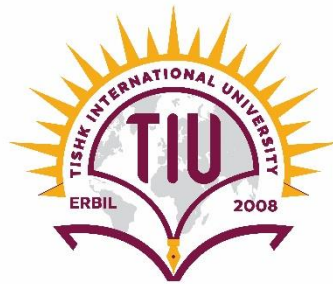


# Academic Advising Procedure



Rasha Alkabbanie  
QMS Coordinator

	<b>ACADEMIC ADVISING PROCESS DEFINITION</b>		<b>Document No</b>	<b>TIU.QM.PR.100E</b>
			<b>Validity Date</b>	13-06-2016
			<b>Revision No</b>	00
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## 1. SUMMARY

1.1. This procedure is to define and implement an integrated and systematic Academic Advising service to support students in successfully completing their postsecondary studies at the university.

## 2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idis Hadi Salih

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	First Issuance	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idis Hadi Salih

## 3. SCOPE

Faculty, designated as Academic Advisors.

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#### 4. DEFINITIONS

Academic Advisor: An instructor who has been assigned the responsibility of providing academic guidance to students in his/her program.

Academic Advising: A collaborative relationship between an Academic Advisor and a student that provides the student with a connection to services of the College. Academic Advising guides the student through a decision-making process to identify education, life and career goals and assists the student in creating a plan to realize those goals.

Academic Advising Coordinator: The Academic Advising Coordinator implements and guides approved academic advising system at the faculty level, ensuring that space, resources, information and professional development are available to all Academic Advisors. The Academic Advising Coordinator reports to the Dean of faculty about the academic advising procedure within the faculty.

Academic Administrator: Deans, Heads of Departments.

#### 5. PROCEDURE:

#	Step	In charge
1	Select the Academic Advising Coordinator	Dean
<p>The Academic Advising Coordinator implements and guides approved academic advising system at the faculty level, ensuring that space, resources, information and professional development are available to all Academic Advisors. The Academic Advising Coordinator reports to the Dean of faculty about the academic advising procedure within the faculty.</p>		
2	Identify and implement needed resources	Academic Advising Coordinator
<p>Firstly : preparation of <b>students Referral sheet IU.ADV.001E</b>  Secondly : being thoroughly acknowledge by the following items <b>IU.ADV.002E:</b></p> <ul style="list-style-type: none"> <li>- Students handbook</li> <li>- Mission , Vision and program learning outcomes of the department</li> <li>- Academic calendar</li> <li>- Students Information System</li> <li>- Registration procedure</li> <li>- Course Registration</li> <li>- Add and Drop Courses</li> <li>- Disciplinary Actions</li> </ul>		

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<b>3</b>	Assign Academic Advisors to each department in and indicate appointments on the points of quality assurance (or workload) .	Head of department
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A good advisor:

1. Is personally and professionally interested in being an advisor.
2. Listens constructively, attempting to hear all aspects of students' expressed problems.
3. Sets aside enough regularly scheduled time to adequately meet the advising needs of students assigned to him/her.
4. Knows university policy and practice in sufficient detail to provide students with accurate, usable information.
5. Refers students to other sources of information and assistance .
6. Attempts to understand student concerns from a student point of view.
7. Views long-range planning as well as immediate problem-solving as an essential part of effective advising.
8. Shares his/her advising skills with working colleagues who also are actively involved with advising.
9. Continually attempts to improve both the style and substance of his/her advising role.

<b>4</b>	Set up and launch the academic advising program, ensuring that space, resources, and information are available to all participating programs.	Academic Advising Coordinator
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First : prepare the **Academic Advising Syllabi IU.ADV.003E**  
 Second : providing the resources online .  
 Creating the climate :


- Office space .
- Tissues .
- Computer .
- Consent Forms.
- Pens .
- Paper .
- Candy .

<b>5</b>	Assign students to an Academic Advisor.	Head of Department
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Preparing **Academic Advising Assignment List IU.ADV.004E.**

<b>6</b>	Inform students of the identity, contact information and availability of their Academic Advisors either before or during Program orientation (first week of classes).	Head of Department
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Create a special port (interface) in the department's page on internet about academic advising

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procedure at this department , the following information shall be posted within it :

1-Who:

- o Advisors' names and contact information
- o Student list by advisor

2-What:

- o Do academic advisors do

3-When & Why:

- o to contact academic advisors

4-How (this will be specific to individual programs):

- o Do I contact my advisor? (Option to post direct link of email address in bb in this folder so students can click on it to book appointment)

5-Where

- o Location of office and office hours

Also, poster about this information additional to the Academic Advising Assignment List ADV 4 shall be shown in the corridors panels.

7	Inform students about the role of their Academic Advisor and their own role as advisee at or before first contact with the Academic Advisor.	Head of Department
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During the orientation program and make them sign the **Advisor-Advisee Agreement IU.ADV.009E**

8	Contact advisees within the first two weeks of term(initial interview) .	Academic Advisor
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Setting up an initial interview with students can be done by the Research Assistants who the student shall contact within the first week and specify an appointment , here the form of **Academic Advising Appointment Schedule IU.ADV.005E** shall be used. all the appointments shall be within the first 3 weeks of the academic term .

Note : the interview can be individually or within small groups .  
Then the academic advisor shall approve it and post it online .

During the interview , the items mentioned in IU.ADV.006E shall be explained to the students .


**IU.ADV.007E** has list of questions shall be asked during the first interview .

**IU.ADV.006E** shall be filled after the interview .

**IU.ADV.008E** shall be filled by the students as a feedback questioner .

9	Track and report academic advising activity.	Academic Advisor
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At the end of academic term , advisors submit ADV8 forms to the head of department .

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Further contact between the student and the advisor or for setting another meeting , emails can be used .		
10	Assess and evaluate academic advising programs.	Academic Advising Coordinator
Heads of departments and deans evaluate the whole process within special meeting and report the evaluation to the university council .		