

Academic Advising and Counseling Guide



**Languages and Translation Dept.
Faculty of Education and Arts
Northern Border University**

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رؤية
VISION
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المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المملكة العربية السعودية
وزارة التعليم
MINISTRY OF EDUCATION

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**STUDENTS ACADEMIC ADVISING
AND
COUNSELING GUIDE**

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1. Introduction

Northern Border University provides effective advising services to all students to ensure a successful progression of the students through a thoughtful planning and appropriate guidance. It is a collaborative educational process adapted to enhance students' academic pursuits and development. Students' advising if effectively delivered can have a powerful influence on student's progression and success. Department of languages and translation created an academic advising and counseling committee under the standards and guidelines of the university.

2. Mission

Department of languages and translation is committed to a student-centered advising process that always focuses on student success. It ensures a productive engagement of the students in a dynamic learning environment and inspires them to achieve their ultimate goals.

3. Philosophy of Academic Advising

Helping students to gain intellectual maturity, managing their learning pathways, making informed choices, and achieving educational excellence are the main aims of an efficient advising process. To achieve these aims academic advisors must be knowledgeable and informed about institutional policies and procedures, degree requirements and campus resources. It is vital to effective academic advising to appropriately assess students' abilities and the academic and non academic challenges they face. Moreover, providing them with defined information and guidance to encourage personal growth and self direction is the prime undertaking of an academic advising committee. It requires a dynamic and candid relationship based on mutual respect and trust. Empathic listening and communication skills empower an academic advisor to understand behavioral, social and psychological problems of the students and outline plans to address those issues.

4. Role of Academic Advising Committee

The academic advising committee contributes to the development of the learning process by helping students understand their academic problems and to help them find solutions to those problems. The main objective of the academic advising committee is to give students assistance in making appropriate course selections, learning the skills needed for academic success, identifying their rights and responsibilities, understanding the procedures and policies of the institution, study plans and degree requirements.

5. Academic Advisors

Department assigns a group of students to an academic advisor to guide them during their study period in accordance with the regulations and policies of the university. Academic advisors are the representatives of the university who understand students' academic problems and ensure proper handling of these problems. They are the mentors who guide students through their undergraduate career and help students make choices that lead to the timely completion of their academic courses.

6. Skills Needed for Academic Advisors

Student is the center of academic advising process and in order to carry out this process well, advisors must be equipped with the following skills.

1. Effective Organizing Skills

Academic advisors must be equipped with effective organizing skills to plan, prioritize, and achieve their goals. They should be able to organize and arrange the work of the advising in a way that helps students achieve their academic goals.

2. Effective Communication Skills

Successful academic advisors have strong verbal and written communication skills. Effective communication is an active process that is built upon the basis of frequent contacts between advisor and the students. Their ability to communicate effectively is critical to maximize student learning outcomes.

3. Listening Skills

Effective listening skills will help academic supervisors to understand the information provided by their students, to know their problems, ideas and suggestions.

4. Problem Solving Skills

Strong problem-solving skills can help advisors in handling the challenges they face. In order to maximize their impact on the students, they must be able to identify the problems and take right decisions to solve those problems.

5. Decision Making Skills

Decision making is a key skill in the advising process. Helping students to critically analyze the problem and taking prompt decision is the corner stone of good academic advising.

6. Planning and Time Management Skills

Successful academic advisors are able to schedule and coordinate the work and define the time plan to achieve their goals. This skill plays a pivotal role in effective academic advising.

7. Empathy and Compassion Skills

Trustful relations between academic advisors and students develop when students think that their academic advisors are empathic to their needs and success. Students must be treated with compassion and motivation in order to achieve desired outcomes in academic advising.

7. Duties of Academic Advisors

An academic advisor is responsible to:

1. provide information regarding the rules and regulations of Northern Border university.
2. provide accurate and timely information regarding courses, registration process, dates of course registrations, withdrawal and adding courses, and transferring in accordance with the rules and regulations of the college.
3. help students in selecting appropriate courses, creating an academic plan and registering the appropriate academic hours that should be consistent with the curriculum and university requirements.
4. ensure that the students know the place and time of the classes and there is no discrepancy in their schedule.
5. monitor academic progress to ensure that students are on the right track of a timely completion of their degree requirements.
6. maintain regular office hours to provide advising services to students throughout the semester and adhere to them.
7. stay familiar with university academic policies, programs, procedures and requirements and keep students informed.
8. be accessible to the students and meet them at least two times a semester to review plan of study and grades, discuss any schedule changes, and to plan for the next semester.
9. encourage students to visit academic advisor to discuss their problems and describe strategies to solve those problems.
10. communicate with students regarding curricular and co-curricular programs and activities and encourage them to participate.

11. provide students with the useful resource materials, college rules and regulations, academic calendar and classes schedules.
12. maintain an advising file on the progress of each student towards her degree requirements.
13. keep a record of all the important documents for each student including: -
 - a. student's personal and contact information
 - b. a complete study plan for student's academic program
 - c. student's registration form for the current semester
 - d. a copy of transcript
 - e. cumulative grade to evaluate student's performance
 - f. copy of forms and applications submitted by the students
 - g. copy of warning letters if issued any
 - h. copy of the awards or any appreciation letters issued to the student
14. maintain confidentiality of students' information and academic records.
15. refer students to institutional services and available resources e.g. labs, library etc. relevant to their individual needs.
16. help students to understand grading scale and how to calculate GPA.

8. Rights of the Students

Students have the right to:

1. gain access to full educational content including course syllabus, course requirements, academic calendar, evaluations procedures etc.
2. gain access to services and resources provided by Northern Border University.
3. have complete access to degree plans, schedules and registrations provided by the system.
4. view exam answers and grades after been marked by the faculty member.
5. get information of grading criteria and the right to fair evaluation by the instructor.
6. seek guidance from the faculty on academic and non academic matters.
7. participate in curricular and extracurricular activities.
8. have confidentiality in the maintenance of personal records.

9. Students Code of Conduct

As an institution of higher education Northern Border University wants all students to act as responsible members of the higher education community. Department of languages and translation has formulated the code of students' conduct which reflects University's mission of promoting academic integrity. Each student is obliged to know and adhere to the department's student code of conduct which ensures that academic integrity is promoted and the rights of the students, university employees and the university itself are protected.

Students are expected to

1. comply with their course requirements, university's policies, and the procedures.
2. monitor their academic progress.
3. carry their university identification with them at all times and produce identity card upon request.
4. use university resources including labs, library, information technology resources etc. in a lawful manner and for educational purposes only.
5. show consideration for faculty and other students by not recording audio or video lectures, and presentations or actions of other students.
6. protect the property and other resources of the campus.
7. treat other students and employees with respect.
8. provide true information, whether written or oral, to any university official, faculty member or office.
9. maintain discipline and follow all campus and classroom rules.
10. not engage in any form of academic dishonesty including cheating, fabrication, plagiarism etc.

Students who fail to comply with these regulations will face disciplinary procedures in order to ensure a safe and healthy educational community for students, staff and faculty.

10. Duties of the Students

Students and advisors work together in a productive academic advising process. The duties of the students are as follows:

1. Schedule and keep regular appointments as required by the advisor.
2. Come prepared for each meeting, bring appropriate materials and actively participate in advising process
3. Understand degree requirements, institutional policies and procedures and adhere to them
4. must be aware of the office hours of the academic supervisor.
5. Provide up to date contact details and any other relevant information to the academic advisor
6. Inform academic advisor on addition or deletion of any course or any other changes in their academic schedules.
7. Take initiative and notify the advisor of any difficulties that may affect their academic performance
8. Acquaint themselves with the academic calendar, important dates and deadlines of registration, withdrawal etc.
9. Make an appointment with advisor to select courses for the forthcoming semester prior to registration
10. Check NBU website and email weekly for academic updates and promptly reply to communication from the advisor
11. Complete academic requirements such as registration, adding or dropping a course etc. in a timely manner

11. Course Registration Process

Assisting students in registration process is the key element of academic advising. The academic advisors check students' file and help them to select appropriate courses in accordance with the study plan before the commencement of the registration process. After selection they should approve schedules and guide students through banner online registration process. The early registration period normally begins in the tenth week of the preceding semester. Students are responsible for selecting their courses and meeting all pre-requisites. Student' registered hours must not exceed the limit of the hours the student is entitled to take during the semester based on the accumulative average of the student. After early registration

period is over for students, academic advisors can review, delete and add courses directly through banner online registration system.

12. Credit Hours

Credit hours are clearly stated in the table below.

Requirements		Credit Hours	Number of courses
University requirements	Compulsory	6	3
	Elective	4	2
College Requirements	Compulsory	6	3
	Elective	4	2
Program Requirements	Compulsory	78	31
	Elective	22	11
Total Credit Hours		120	52

13. Students' Evaluation and College Transcripts

Forty percent of a student's final grade is based on formative evaluations conducted throughout the course and sixty percent of the grade is based on summative evaluations administered towards the end of the course. College year is comprised of two terms, Fall and Winter. A statement showing the students courses, the number of hours, the marks obtained and cumulative GPA is generated at the end of each semester.

14. Grading Scale

Grade	Percentage	GPA
A+	95-100	5.0
A	90-94	4.75
B+	85-89	4.5
B	80-84	4.0
C+	75-79	3.5
C	70-74	3.0
D+	65-69	2.5
D	60-64	2.0
F	0-59	1.0

15. GPA Calculation

Grade Point Average is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The grade point average may range from 0.0 to 5.0.

Remarks	GPA
Excellent	4.5-5.0
Very Good	3.75-4.49
Good	2.75-3.74
Average	2.0-2.74

16. Graduation Requirements

1. Minimum GPA Requirements

- Students seeking a baccalaureate degree must graduate with a cumulative GPA of at least 2.0 after the completion of all course requirements.

2. Graduation with Honors Requirements

- To be eligible for graduation with honors, a student seeking a BA degree must graduate with a cumulative GPA of 4.75 or above (out of 5.0)
- Students who are eligible for graduation with honors second degree must graduate with a cumulative GPA from 4.25 to 4.74

3. Other requirements

- Never received a grade of F in any of the courses at NBU or any other university.
- Completed the graduation requirement within the allowed length of time of graduation.
- Completed 60% of graduation requirements at NBU

17. Credit Hour Limit

GPA	Credit Hours Allowed
Less than 2.00	12
2.00 – 2.74	15
2.75 – 5.0	18

18. Academic Warning

The Academic Unit may issue to a student, in writing, an academic warning, who has failed to make academic progress and failed to obtain a GPA minimum of 2.0 in the same semester.

19. Academic Dismissal

Students will be dismissed from college under one of the following conditions:

1. The student is placed on academic probation when her cumulative GPA falls below 2.0. Student who has been on academic probation for three terms in total and does not achieve a 2.0 cumulative GPA will be dismissed. The student has a right to appeal to the university council and may be given a chance to improve her GPA.
2. The student is failed to complete the graduation requirements within a maximum additional period, equal to one half of the period determined for her graduation in the original program period. The university council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation. The university council may make an exception and give student the opportunity to complete the requirements within a period of two semesters.

20. Attendance Policy

- Student are required to attend all classes. However, absences due to illnesses and other personal crises can be considered upon submission of medical reports. Warning letters will be issued to students with multiple absences.
- Note that any excused or unexcused absences may have a negative impact on a student's final grade in a courser.
- If the student attendance at any course falls below 75% of the course sessions, she will be prohibited from entering the final examination of that course and will receive a DN.

21. Examination Policy

Students are evaluated and graded during the semester according to their assessment including quizzes, midterm exams, class participations, and final exams. The final exam schedule sets the day and time for each examination. Students should make sure beforehand that there aren't any two exams being held concurrently. Students will not be allowed to enter the exam room if they arrive after one hour of the scheduled exam time. It is also mandatory to bring identification card

to the exam. If a student is unable to take the examination during the scheduled examination time, she will be graded according to her formative assessment. If a student has special medical or any other personal circumstances she can submit an application for a make-up exam. Reassessment is evaluated by the faculty's dean in coordination with the head of the department.

22. Course Withdrawal

A Student may withdraw from a course provided she is enrolled in at least 12 credit hours after course withdrawal. It is graded as (W) in her final transcript. Withdrawal in a specific course is allowed only once.

23. Postponement of the Semester

If a student has special medical or any other personal circumstances and foresee that she will not be able to study for one or more semesters, she can make a request for postponement of the semester, before the end of the preceding semester. She must submit an application for postponement in the period specified in the academic calendar. Postponement of study is allowed for two consecutive or three non consecutive semesters throughout her study period. Postponed semester is not counted within the regular period of completion of the program and student's monthly allowances are not suspended.

24. Withdrawal of the semester

If a student has special medical or any other personal circumstances, she can apply for a withdrawal of the semester. The semester is calculated within the regular period of completion of the course and student's monthly allowances are suspended. The withdrawal of the semester is allowed for two consecutive or three non consecutive semesters.

25. Change in Specialization

Any change in specialization is allowed provided: -

- a. application is made at the end of the second semester
- b. student received permission from the academic unit of the specialization they wish to transfer
- c. Student's GPA is more than 2.00
- d. student fulfilled all other college requirements
- e. only one-time transfer is available
- f. application is made before submission deadline specified on academic calendar