



An introductory seminar on the programs related to the credit hour system



Article (7): The academic advisor

The program board appoints for each group of students a faculty member as an academic advisor to assist the student in adapting to the credit hour system, supervising the study program for the student, guiding and assisting him in choosing the academic courses for each semester, observing his progress, and monitoring his performance as part of the educational process follow-up.





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The tasks and role of the academic advisor

**Academic advisor
???**





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Academic advisor ???





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The tasks of the academic advisor

- ❖ Introducing the new student to the system of credit hours, courses, levels, transfer, success and failure.
- ❖ Acquainting students with evaluation systems and methods for calculating grades for specialization subjects.
- ❖ Familiarity with the vocabulary of the study plan (levels, majors, basic and optional subjects) and graduation requirements.



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The tasks of the academic advisor

- ❖ Providing academic advice and introducing the student to the best courses and the most suitable alternatives.
- ❖ Helping the student in preparing his study plan and recording the study hours that are compatible with his abilities and that are compatible with the university system.
- ❖ Instruct, motivate, and alert students with low levels of procedures.



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The tasks of the academic advisor

- ❖ Constant contact with students during school to overcome they face obstacles during the study.
- ❖ Instruct the student how to benefit from the summer classes, implement projects and study plans.
- ❖ Monitor student progress and follow-up, and make a special file for each student who is struggling or expected to fail in order to facilitate follow-up to his / her case.