



Policies, Systems, and Regulations Guide Academic Advising Policy

Issued pursuant to Article (16) of the Academic Policies,
Regulations, and Bylaws of 2024

Approval of the University Board of Directors No. (65)

2024/07



policy

Academic Advising

Stardom University

the introduction

Academic advising is an important element and a fundamental pillar of the educational process. It addresses the student as a central focus of the educational process. It has developmental dimensions, contributing to building the student's character and enabling them to achieve the highest levels of academic success and excellence during their time at the university. Achieving the desired educational goals requires Stardom University to prioritize academic advising. Therefore, the university has developed a policy to organize and ensure the desired outcomes of this policy.

Definition of academic advising

It refers to the advisory services provided by the academic advisor (a faculty member) to develop the student's knowledge, academically, and professionally, and to solve problems that hinder his academic achievement during his enrollment at the university.

Academic Advisor

A faculty member who guides and assists students in solving academic problems, improving their academic achievement, and achieving the desired results from the educational process.

Policy Statement

Registration Management Responsibilities:

- Organizing the process of registering new students and enrolling them in academic courses.
- Distribute program students among faculty members in a manner that ensures quality education, and send lists of students and their assigned advisors to the designated deans and academic advisors.
- Preparing study schedules and organizing courses for each semester.
- Inform the student enrolled at the university of the name of his/her academic advisor by sending a message to the student's email address before the start of the academic year.
- Holding introductory meetings and seminars to familiarize students with the university's policies, explain its vision and mission, and introduce them to the study plans and graduation requirements.
- Managing student files and keeping all supporting documents and academic results for each student.



- Organizing exams and preparing final exam schedules for each semester.
- Solve academic problems and deal with any issues students face during the registration process.
- Issuing academic documents, preparing graduation certificates, and issuing transcripts and university certificates.
- Monitor academic performance, follow up with academically struggling students, and provide them with academic guidance.
- Directing students to benefit from the services and facilities provided by the educational institution.

Academic advisor duties:

- Refer the student to someone who can answer his inquiries.
- Helping students choose majors that suit their abilities and potential and match their interests and desires.
- Assisting students in selecting and determining elective courses based on their abilities and interests.
- **Ensure that all students know the lecture times.**
- Communication between students and the college administration to resolve any problems the student may encounter.
- Intervening in the event of any problem between the student and a faculty member or support staff member to try to resolve the problem through the program coordinator.
- Informing students of the policies and provisions of the academic regulations that concern them, such as the number of course hours and the distribution of course grades, by holding periodic meetings for new students at the beginning of each semester.
- Directing students to benefit from the services and capabilities provided by the college.
- Helping students achieve their best academic performance during their studies.
- Preparing an academic record that includes the courses taken by the student in each semester, their codes and numbers, the grades, points, and ratings the student obtained, the semester and cumulative GPA, and the overall rating until the student graduates, in order to monitor the student's academic status and provide timely advice.
- Identifying the academic problems that the student is experiencing and that affect his or her academic achievement, providing assistance, such as English language problems, and guiding him or her to benefit from the lessons and courses offered by the university.
- Encouraging students to conduct scientific research, highlighting the importance of participating in conferences, and helping them publish their distinguished research.
- The academic advisor does not discuss the faculty evaluation and performance with the student.
- Introducing the student to the graduation requirements and how to meet them.