



# The Procedural Guide for Academic Advising

**FIRST EDITION**

## Welcome

Continuing the efforts of the Deanship of Admission and Registration at King Abdulaziz University to activate Academic Advising on Odus Plus, this guide illustrates a few information and new features that help the academic advisor performing advising tasks effectively and smoothly.

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## Academic Advising

Academic Advising is one of the student's most important aids to engage effectively in the academic life to attain the highest possible academic achievement. It is a necessity to achieve the objectives of higher education that aim to promote different talents of students to develop comprehensively: academically, psychologically and socially.

Therefore, academic advising system poses responsibilities on all parties of the educational process: the college and student. These duties are evident in the entirety of the administrative, technical and academic bylaws and regulations that regulate the educational process and its outputs. Academic advising has a unique and vital role that works to improve the overall quality of university life. Academic advising is a right and a duty for all students.

### Duties and responsibilities of the academic advisor

Academic advising is one of the duties and responsibilities of a faculty member that complements the staff member's main duties, such as educational, research and administrative duties. Among the duties of the academic advisor are:

1. Performing academic supervision for a group of students.
2. Registering courses for students for each semester according to the educational track and the courses offered in that track.
3. Guiding students on the educational and behavioral levels after knowing their academic capabilities and social conditions, in coordination with the social advisor.

4. Following up students' regularity in attending lectures, their academic achievement in each semester, and preparing them for the periodical exams.
5. Following up students, analyzing their academic problems, and providing them with advice and guidance.
6. Encouraging students to participate in the University various activities.
7. Informing the students about the University's facilities and their tasks, such as the Deanship of Admission and Registration, Student Affairs, dean's office, Vice President's office, office of the academic department's head, Educational Affairs office, laboratories and classrooms, the clinic, and the library.
8. Advising the student about what is relevant to the student in the university education bylaw, such as the study system, the college in which the student is registered, the way to calculate semester and cumulative average, the excuse and postponement system, honor ranks, etc.

### Academic Advising Tools

In order to give the student a more effective advising, there are several important tools for academic advising:

- **Regulations, bylaws, and guides**
  - Bylaw of study and examinations (can be downloaded from the Deanship's website).
  - Student guide for academic advising.
- **Electronic academic advising system on Odus Plus**
  - Electronic communication with students under guidance.
  - Requesting an appointment with students under guidance.

- Matching the study plan.
- Registration of courses (deletion and addition).
- Following up students under guidance and their statistics.
  - Guidance leaflets via e-mail for students.
  - Training workshops for academic advising.

## Role of the Academic Advisor in Early Registration

Early registration is the basic period for registering academic courses, as the student can register a schedule for the next semester early through Odus Plus. The system allows the student to see the courses to be offered in the next semester and therefore register in them early to start studying from the first week of the next semester. It is worth noting that the early registration period starts in the middle of the preceding semester.

During the early registration period, the student can seek the assistance of his/her academic advisor in selecting the appropriate courses. Furthermore, immediately after the end of the early registration period, and in the following week, the registration period through the academic advisor begins. In the event that there is any amendment needed to the academic schedule, the student may seek assistance of the academic advisor, who has the powers to delete and add courses to students under guidance. In the event that the student is not specialized in a certain track, the academic advisor assists the student in starting the procedures for specialization according to the dates announced by the Deanship of Admission and Registration.

## Registration Period With An Academic Advisor

The period of early registration is the basic period for registration, and the student's schedule is considered a final schedule without referring to the academic advisor. However, the Deanship of Admission & Registration and colleges allow students who require amending their schedules to seek assistance from their academic advisors, as the advisor does the following:

- Upon the student's visit to the academic advisor, the latter checks the student's transcript of grades and matches the registered courses to the study plan, then guides the student to the courses appropriate to the student's academic status and specialization.
- After that, the academic advisor can register delete and add courses directly for the student from the student's account on the registration systems.
- The advisor confirms that there are no conflicts in the student's academic schedule.
- All registration procedures end one week before the start of the study, and the student has no right to make any modifications to his/her choices.



## New Electronic Features To Assist The Academic Advisor

### I. Electronic Communication with Advisees

After login to Odus Plus,

- 1) Select the tab “Academic Advising” from the top of the page to view the services available for the academic advisor.
  - 2) Select the link “Communicate with Advisees”.
  - 3) In this page, click on “Create a new subject to communicate with advisees”
  - 4) The academic advisor may decide the type of the discussion, whether it is public for all the advisees or for a selected group of them.
  - 5) From the list of “communication subjects”, select the subject for communication; the academic advisor may select several subjects or select ‘Other” to discuss a subject not included in the list.
  - 6) The next step is to write a summary of the subject to orient the students to the discussion, and write the details of the subject.
  - 7) After inserting all the information, click on “Send Subject” so that it appears to the advisees.
- The academic supervisor may delete or amend the discussion later if no reply is received from the advisees.
  - The academic advisor may communicate after that with advisees and monitor how the advisees interact with the discussion subject.

## II. Setting an Appointment Time with Advisees

- 1) Click on the link “Setting an appointment time with advisees”.
- 2) In this page, click on “Create new appointment”.
- 3) Select one or more students to meet the academic advisor.
- 4) From the list of discussion subjects, select the subject of discussion. The academic advisor may select more than one subject or select “Other” to discuss a subject not included in the list.
- 5) The next step is to set the date and time of the meeting.
- 6) Write a summary of the subjects to be discussed with the advisees at that appointment.
- 7) After inserting all the information, click on the “Save” icon.
- 8) The date and time shall appear in this page and the status of the appointment shall be defined. The student may confirm or ask to postpone the appointment.



### III. Matching the Academic Plan to a Student's Registration

- 1) Click on the link “Matching plan with student's registrations”.
- 2) Review the registrations of each student and be aware of the registration problems of each student's academic schedule.
- 3) In this page, the academic advisor may set an appointment with the student to discuss his/her academic schedule.

### IV. Following up Performance of Advisees

1. Select “follow up students” from the academic supervisor's services list.
2. Select one of the options to follow up the student, such as: “Semester evaluation of marks” to follow up the grades and results of students and to know their performance, “Semester evaluation of grades” to follow up cumulative GPA of students, or “Annual evaluation of grades” to follow up performance throughout the academic year.

When you select the semester, statistics of the advisees shall appear.

## V. Registration of Courses (Course Addition/Deletion)

1. Login to Odus Plus.
2. Select the tab “Academic Advising” from the top of the page to view the services available to the academic advisor.
3. From the services list, click on the link “Addition/deletion of plan courses”.
4. In this part, the information symbols about the status of the course appears. The (correct) mark indicates that the course has been passed, and the (gears) symbol indicates that the course is being studied now.
5. In this page, the academic advisor can study the student’s study plan and identify the courses that must be registered to the student, according to the study plan.
6. This enables us to know the prerequisites for each course, which must be passed so that the student can register the course.
7. When you click on “Press here to know the prerequisites”, a new window shall pop-up illustrating the prerequisites of the selected course.
8. To register one or more courses for the student, check the boxes next to each course. Please note that you should not select courses that exceed the maximum number of allowed hours.

9. After the selection process is made, click on the “Display sections” icon to review the previously selected sections.
10. In this page, a list of the sections of the selected courses appears to be registered in the student’s schedule. To know the controls that do not match the student, you can click on the link “Press here to know the controls”.
11. A new window shall pop-up illustrating the controls that do not match the student and block registration in this section.
12. The next step is to select one section for each course, while observing the timings to suit the student.
13. After the selection of sections for the courses is complete, press the “Register” icon.
14. Courses are registered successfully for the student. To know the courses that are not registered, scroll down to the table of registration errors to know the reasons.
15. To change the section of the same course without deleting the course and then adding it, go to the change icon that is next to each section in the student’s academic schedule.
16. Appropriate sections of the course shall appear. Select one of them and press “Register”.
17. To delete a course from the student’s schedule, select “Delete from the web” from the operations drop-down list, then press “Implement changes”.

**Academic Electronic Services**  
ODUS PLUS  
[odusplus-ss.kau.edu.sa](http://odusplus-ss.kau.edu.sa)

**Academic Advising**  
[AcademicAdvising.kau.edu.sa](http://AcademicAdvising.kau.edu.sa)

**Student Electronic Transactions**  
[ers.kau.edu.sa/index.asp](http://ers.kau.edu.sa/index.asp)

✉ [AcademicAdvising@kau.edu.sa](mailto:AcademicAdvising@kau.edu.sa)  
f [www.facebook.com/groups/dar.kau](http://www.facebook.com/groups/dar.kau)  
t [www.twitter.com/admissionweb](http://www.twitter.com/admissionweb)



Contact Center  
**800-11-MyKau**  
**800-11-69528**

[www.kau.edu.sa](http://www.kau.edu.sa)

