

# Academic Advisor

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**An academic advisor is a faculty who is assigned to guide a certain number of students in all matters related to their academic and social issues from the first day of their admission until graduation.**

The tasks of the academic advisor include a number of areas and different scientific and educational, social and behavioural issues. The following are some of the tasks assigned to the academic advisor:

**A. Tasks related to guiding students:**

- Help students to understand their academic situation and to plan their academic future.
- Direct students and urge them to identify the difficulties they face in learning in coordination with the faculties.
- Direct students to effective learning methods that help them to adapt a successful university life.
- Direct students to identify and improve their learning situation and how to improve it.
- Direct students to activate and benefit from self-learning activities.
- Inform students of the nature and the duties of the academic advisor and his academic and educational responsibilities towards the students.
- Inform the students about the percentage distribution of grades on the various activities in the semester and how to calculate the accumulative average.

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- Inform the students of some academic issues, including how to delete and add a course, apology for a term, absence from lectures and its impact, absence from the test, system of transfer from one department to another or from college to another... etc.

### **B- Tasks related to educational aspects of students, and they are as follows:**

1. Coordinate with the courses instructors to overcome the problems students face in their study.
2. Support students to take advantage of their potentials in learning and creative activities.
3. Encourage students to engage in the extracurricular activities.
4. Identify the outstanding students and those who have weak academic achievement, and develop appropriate methods and find solutions for each case to improve the learning level; and help the outstanding and urge them to retain their academic excellence.
5. Encourage and help students to innovate by discovering their abilities and entrusting them with academic and extracurricular activities to enrich their creativity.
6. Encourage students to benefit from the faculties expertise and help them solve their problems through appropriate methods.

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### **C- Tasks related to students' social and behavioural aspects:**

- 1) Diagnose some students' behavioural cases and find positive solutions in coordination with the faculties and the college administration and other authorities.
- 2) Provide therapeutic and psychological counselling through meeting the student with the academic advisor.
- 3) Make group meetings with students through seminars to strengthen social and humanitarian relations and bring students closer to each other.
- 4) Give the students opportunities to express their views and ideas and try to connect them with the authorities.
- 5) Activate social communication between students through the making of different sports and social teams to practice sports activities, recreational activities for all students.
- 6) Assist students with special needs to overcome their disabilities and health problems.

## *Procedures*

## CHALLENGES

### **D- Tasks related to students - creative aspects:**

- i. Guide students and help them to recognize their abilities and satisfy their own tendencies.
- ii. Provide cultural, sports and social programs and activities to meet the students' creative needs.
- iii. Collaborate with faculties to plan extracurricular activities that develop students' creativity.
- iv. Encourage students to engage in creative, athletic and social activities.
- v. Provide materials and moral incentives for creative and outstanding students in all fields.

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- vi. provide cultural, scientific and sports competitions and encourage students to participate in them.
- vii. Give students an opportunity to express their opinions, ideas and creative suggestions.
- viii. Encourage students to participate in community service activities and improve the social environment.