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	<b>Academic Advising</b>		
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## **Academic Policy**

### **1. General**

Bayan College believes that student success is a campus-wide responsibility. Thus academic advising is being seen as an on-going educational partnership dedicated to student academic success. Recent increasing demands, whether social , economic or political , coupled with technology, have resulted in great changes in educational systems, including roles of faculty and students needs. These changes necessitated more specialized student support like academic advising.

It is to the student’s advantage to meet with his/her academic advisor at least twice a semester and to know their advisor well. Students can always count on their academic advisors to give them accurate and complete information about their degree requirements and refer them to the appropriate source for the information they need to be a successful students. The advisor is knowledgeable about college policies and can help his advisee learn to make decisions about his/her college experience. The advisor can help his advisee investigate degree programs , and can be of assistance to them if they experience academic difficulty. The academic advisor cares about advisee’s success and about them as a person.

#### **1.1 Vision:**


Academic Advising at Bayan College aspires to be a dynamic network that leads the college in high quality teaching/learning experience and a collaborative commitment to student success .

#### **1.2. Mission:**

Academic Advising at Bayan College encourages a teaching and learning partnership committed to student success.

#### **1.3. Goals & Objectives**


a. Promote a supportive educational environment characterized by commitment to high standards and student success.

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1. Develop teaching and learning practices based on the latest development in these fields.
  2. Help students to become more independent learners and competent decision makers
  3. Strengthen an ongoing relationship between advisors and students
  4. Communicate effectively in a respectful and caring manner
  5. Provide accurate and up-to-date information on college policies, procedures, and guidelines
  6. Modify or adjust advising based on regular evaluations
- b. Develop a sustainable system of collaboration among different college departments to boost the student experience.
1. Create a more student-friendly referral system
  2. Be more systematic in sharing resources, best practices and consistent policies
  3. Develop new channels of communication with areas within student affairs
  4. Develop a partnership with community and alumni
- c. Provide professional development and training
1. Develop a training system for academic advisors
  2. Develop a system for sharing resources for professional development
  3. Create a mechanism for professional development of advisors
- d. Support educational experiences that advance students development.
1. Promote awareness of curricular/ extracurricular experiences
  2. Collaborate with community to meet common needs
  3. Facilitate relationships between academic and personal goals and extra curricular experiences
- F. Implement a college-wide assessment plan for academic advising.

## 2. Academic Advising: Outcomes

Students will:

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- a. Appreciate the role of his/her advisor, advising in general at Bayan College;
- b. Develop informed decision making skills concerning academic and career aspirations;
- c. Know their respective degree requirements;
- d. Be able to find information about the college requirements, policies and procedures;
- e. Know how to use the college catalog, advising worksheets, and degree audit reports to identify degree requirements;
- f. Select courses counting towards the completion of the degree requirements;
- g. Develop a realistic study plan toward graduation within a timeline consistent with the student's aptitudes and life circumstances;
- h. Graduate on time based on the student's educational plan;
- i. Make use of referrals to college's appropriate resources whenever needed.

### **3. How it works?**

Academic advising is a process that starts when a student enrolls at Bayan College and continues through graduation. All students must meet with academic advisors prior to the start of each term to learn about college policies and departmental requirements, discuss their individual educational plans and personal goals, and select courses.

Academic advising is an educational partnership; both advisees and their academic advisors collaborate to achieve academic, personal, and professional success. This relationship is one in which both parties have clearly defined responsibilities that extend throughout the educational experience at Bayan College.

All new students are advised in the Registration office for the first semester or by HoD foundation programme. Students after finishing their first semester will be assigned an academic advisor. The lists of advisors at the Registration office should be checked to identify the current academic advisor. Students must meet academic advisors before registering for courses each semester. All students must have registration and other

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related academic forms completed with the signature of his/her academic advisor. All students are required to participate in academic advising meetings with their individual academic advisor, at least, once each semester. Students are encouraged to seek advising in every single issue related to their study . All faculty are assigned advisees, except the Dean. When students change their major, they are immediately assigned an advisor.

During the course of the advisory session, both advisors and advisees must assume equal responsibility, which includes:

- Evaluating the student’s capabilities to major in the preferred concentration;
- Reviewing the college’s general and major requirements, pre-requisites and electives for the degree of interest;
- Laying out an objective and realistic study plan to follow throughout the years at Bayan College;
- Selecting and registering for courses that are consistent with educational goals and that will meet degree requirements;
- Addressing the students with academic difficulties and referring them to the appropriate resources on campus; and
- Discussing graduation and career options.

**4. The Advisor’s responsibilities include:**


- Being knowledgeable about general and academic department educational requirements and policies;
- Maintaining regular communication channels with different parties, like Dean, Assistant Dean, HoDs and heads of supporting units, and attending all relevant meetings whenever necessary, especially those relating to students affairs.

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- Having a clear and accurate interpretation and communication of the above academic and institutional policies and regulations at Bayan College.
- Maintaining adequate office hours and being accessible to students in person, via the phone or e-mail;
- Encouraging students to explore and develop their aptitudes and ambitions;
- Collaborating with students to develop realistic and suitable educational plans;
- Assisting students in selecting appropriate courses and other educational activities;
- Maintaining accurate records of students' progress toward established goals;
- Monitoring students with difficulties and referring them to appropriate support services;
- Maintaining confidentiality according to the college's established standards;
- Helping students use college resources to maximize their academic and personal potential; and
- Assisting students in developing decision making skills specially those related to their educational plans and achievements.
- Creating an advisory file for each student that will include, but is not limited to: Student's information; Scripts; study plan; activity log sheet; copies of documents signed by the advisor.

#### **5. The Student's responsibilities include:**

- Actively participate in the advising session and accept responsibility for making final decisions on academic choices;
- Acquaint themselves with the college *Catalog* and *Student Handbook*;
- Be aware of college policies and procedures and academic and administrative deadlines;
- Understand their academic program's specific requirements;
- Clearly articulate their personal values, abilities and goals;
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- Seek clarification and ask questions of academic advisors and other faculty and staff about issues and concerns;
- Seek academic advice each term;
- Prepare and arrive on time to scheduled appointments;
- Follow through with the advisor's recommendations; and
- Make use of all resources at the college, especially when referred by an advisor.

## 6. Appendix

### Dear Students

#### Greeting,

Academic Advising is an extremely important activity to all of us. The following are the guidelines of the academic advising:

#### **Students are blocked from registration until they do the following:**

1. Each student needs to meet with his/her academic advisor prior to registration.
2. Each student needs to have copies of his/her transcript and study plan with the successfully finished courses marked and meet with his/her academic advisor.
3. The academic advisor, in coordination with the student, will design a Plan of Study for the student. Included in the Plan of Study, courses the student should enroll in for the spring semester.
4. The student registers the agreed upon courses.
6. Each student should consult with his/her academic advisor at the beginning of each semester or when faced with any problem.
7. The student assumes full responsibility for not following the Study Plan or not consulting with the academic advisor. This may result in delay in graduation and/or other related problems or complications.
8. At the end of the registration period, the academic advisors will get copies of their advisees' transcripts. Each academic advisor reviews the actual student registration and the approved Study Plan. The HoD must be notified immediately if there is any mismatch between the actual and the planned registrations.
9. Students who do not follow the approved study plan will be forced to withdraw from any course(s) that is (are) not included in the approved Study Plan.