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|  | Bayan College | |
| | Academic Advising Policy | |
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General

Bayan College believes that students' success is a campus-wide responsibility. Thus, academic advising is being seen as an on-going educational partnership dedicated to students' 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 through an Academic Advising Center.

Students can meet the academic advisor at least twice a semester for guidance and academic counseling. They also have the opportunity to go to the Academic Advising Center to get accurate information about their degree requirements. The advisor is knowledgeable about College policies and can help his advisees make the right decisions. The Center is open during working hours to help students with their degree programs, and to be of assistance if they experience academic difficulty. The academic advisor is responsible for the advisees' all round development and success.

Vision

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

Mission

Academic Advising at Bayan College aims at enhancing the teaching-learning partnership that is dedicated to student success.

Goals and Objectives

- a. Promote a supportive educational environment characterized by commitment to high standards and student empowerment:

- Improve teaching and learning practices based on the latest development in these fields.
 - Help students to become more independent learners and competent decision makers.
 - Strengthen an ongoing relationship between advisors and students.
 - Communicate effectively in a respectful and caring manner.
 - Provide accurate and up-to-date information on College policies, procedures, and guidelines.
 - Modify advising schedule based on regular evaluations
- b. Develop a sustainable system of collaboration among different College departments to boost the student experience:
- Create a more student-friendly referral system.
 - Be more systematic in sharing resources and ethical practices.
 - Be consistent and unbiased in policies.
 - Develop new channels of communication within the College community.
 - Develop a partnership with community and alumni.
- c. Provide professional development and training:
- Develop a training system for academic advisors.
 - Develop a system for sharing resources for professional development.
 - Create a mechanism for professional development of advisors.
- d. Support educational experiences that advance students' development:
- Promote awareness of curricular, curricular and extracurricular experiences.
 - Collaborate with community to meet students' professional needs.
 - Facilitate balance between academic/ personal goals and extra curricular experiences.
 - Provide effective and consistent remedial measures for students at risk.
 - Support and enhance students' learning experience through academic counseling.
- f. Implement a College-wide plan to effectively assess academic advising.

Academic Advising Outcomes

Students will:

- a. Appreciate the role of the advisor and the process of advising.
- 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 access and use the College system for registration and academic purposes.
- f. Select courses counting towards the completion of the degree requirements.
- g. Develop a realistic study plan within the timeline consistent with their aptitudes and life circumstances.
- h. Make use of referrals to College's resources whenever needed.

How the Academic Advising Policy works

Academic advising is a process that starts when a student enrolls at Bayan College and continues through graduation. All students must meet their academic advisors prior to the start of each semester 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 Admission and Registration Department for the first semester or by Foundation Program HoD. After finishing their first semester, students will be assigned an academic advisor. All students must have registration and other 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 a new advisor in the concerned department.

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 offered subjects;

- Reviewing the College's general and major requirements, pre-requisites and electives for the target degree;
- Laying out an objective and realistic study plan to follow throughout the semester;
- Selecting and registering for courses that are consistent with educational goals and that will meet degree requirements;
- Encouraging the students with academic difficulties to approach the appropriate resources on campus; and
- Discussing graduation and career options.

4. The Advisor's responsibilities include:

- Being knowledgeable about the educational requirements in the General Requirements Unit and the academic departments;
- Maintaining regular communication channels with different parties, like Dean/ Assistant Dean as applies, HoDs of different departments, and attending all
- Relevant meetings whenever necessary, especially those relating to students' affairs.
- Being updated on the latest developments in the 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;
- Assisting students in developing decision making skills, especially those related to their educational plans and achievements; and
- Creating an advisory file for each student that will include, but is not limited to, student's information; transcripts; study plans; activity log sheets; and copies of relevant documents signed by the advisor.

The Student's responsibilities include:

- Active participation in the advising session, and responsibility for making final decisions on academic choices;
- Acquainting themselves with the College regulations and requirements as per the Student Handbook;
- Being aware of College policies, procedures as well as academic and administrative deadlines;
- Understanding their academic program's specific requirements;
- Clearly articulating their personal values, abilities and goals;
- Seeking clarification from the academic advisors, other faculty and staff about issues and concerns;
- Seeking academic advice each term;
- Preparing and arriving on time to scheduled appointments;
- Following the advisor's recommendations; and
- Making use of all resources at the College as referred by an advisor.

Students are blocked from registration until they do the following:

1. Each student needs to meet his/her academic advisor prior to registration.
2. Each student needs to have copies of his/her transcript and study plan showing the completed courses.
3. The academic advisor and the student will design the student's plan of study.
4. The student registers the agreed upon courses.
5. Each student should consult with his/her academic advisor at the beginning of each semester or when facing any problem.
6. The student assumes full responsibility for not following the study plan or not consulting with the academic advisor as this may result in delay in graduation and/or other related problems or complications.
7. 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.

N. B.: During the registration period, the academic advisors can see the transcripts of advisees in the registry system. Each academic advisor reviews the actual student registration and the approved study plan. The Head of Advising Centre

and HoD must be notified immediately if there is any mismatch between the actual and the planned registrations.