



Undergraduate Academic Advising Syllabus

The advising syllabus is a tool, which allows individual advisors, departments, or units to outline the advising responsibilities and expectations, plans and resources for their advisees to support students' active engagement and success in their education.

Student Responsibilities

As an advisee, you have clear expectations and responsibilities in the advising partnership in order to be successful. So, as an advisee, you are expected to:

- Be responsible for knowing your degree requirements, rules, policies and be aware of important dates & deadlines in the academic year (i.e.: add/drop deadlines).
- Develop an educational plan, including long-term and short-term goals, that takes into account your interests, personal and/or career goals, values and abilities while ensuring timely academic progress toward your degree.
- Contact advisor when first experiencing difficulty (i.e. academic, personal, financial) and be courteous to attend the advising appointments you have scheduled on time or reschedule them.
- Take an active role in your advising session by coming prepared with questions, take notes during the advising meetings, and keep written records of the sessions.
- Become familiar with campus resources and check your university e-mail on a regular basis.
- Accept responsibility for your decisions and actions (or inactions) which affect your educational progress and goals.
- Demonstrate academic integrity and ethical behavior, being honest and open minded at all times.
- Discuss academic options such as summer training, COOP, study abroad, honors program and internships.

Advisor Responsibilities

The academic advisors are assumed to meet the following expectations and responsibilities:

- Have current knowledge of the academic programs and their curricula as well as the university policies, regulations, and registration procedures.
- Shall attend awareness and training workshops and seminars organized by the university and/or department.
- Be able to communicate the curricula, graduation requirements, and university policies and procedures to the students to allow appropriate choices for their degree programs.
- Closely monitor progress and offer support toward developing and achieving realistic academic plans and career goals.
- Promote proactive advising and help students to create an appropriate response or recovery plan to address obstacles encountered in their academic life.
- Meet frequently enough with advisees via multiple channels of communication and interaction (face one-to-one, group meeting or through online platforms such as MS teams) and maintain a respectful and confidential opportunity for the students to discuss their questions and concerns.

- Refer students to the appropriate supporting offices or units and help them in identifying and utilizing on and off campus resources.
- Assist students in acquiring planning, decision-making, self-awareness, and self-regulation skills and in assuming responsibility for their academic plans and achievements.
- Discuss the responsibilities of the advising process with advisees.
- Create a safe, positive environment for advisees to easily explore ideas, aspiration, concerns and interests regarding personal, academic, and career goals.

Advising Plan

Notice: Different colleges and departments may have their own customized advising plan

❖ Orientation Week for newly admitted students

The main goal of the [Orientation Program](#) is to prepare newly admitted students to KFUPM and make them ready to start university life. All newly admitted students to KFUPM should actively participate in this event.

❖ Preparatory Year

(Transitioning and adjusting to university life)

- Know about the Prep year Student Caring Unit (PYSCU).
- Attend and participate in seminars and workshops organized by PYSACU.
- Explore Campus Resources: [Student Affairs Departments](#), [Advising and Counseling Center](#), [Student Success Center](#), [Library](#), and [Medical Center](#)...etc.
- Be aware of [exams regulations](#), Housing policies, Traffic regulations...etc.
- Be aware of the online [referral system](#) if you need assistance.
- Participate in the Major Selection events.

❖ Freshmen Year

(Academic Exploration)

- Get familiar with the [Scheduler](#) and know how to calculate your GPA.
- Meet with your advisor to:
 - ✓ Know each other (at the beginning of the semester).
 - ✓ Follow up on your progress (after major exams).
 - ✓ Arrange for early registration approval (week 9 to 10).
 - ✓ Consult before dropping any course or withdrawing the whole semester.
- Be familiar with the University [Undergraduate Bulletin](#) for information on course registration policies and pre-requisites.
- Develop your degree plan.
- Know about the [Freshmen Unit, FU](#).
- Use the KFUPM [Academic Calendar](#) to be familiar with semester academic dates and deadlines.
- Be aware of the available resources: [Registrar website](#), [Student Affairs Departments and services](#), [Advising and Counseling](#) and [Student Success Center](#), and use the online [referral system](#) if you need assistance.

- Learn about campus activities and attend the skills and leadership weekly lectures to acquire skills expected by employers.
- Explore additional majors or minors related to your interests in view of your career goals.

❖ **Sophomore Year**

(Academic, personal and career development)

- Meet with your advisor to review your degree plan.
- Know about department website.
- Network with faculty in your major.
- Explore minors and get to know areas in your Department, if applicable.
- Explore the available opportunities in [internship](#), co-op, [undergraduate research](#), [student exchange program](#), international visits.
- Consider joining the [Entrepreneurship Program](#).
- Be aware of the online [referral system](#) if you need assistance.
- Assure and continue developing your career goals.

❖ **Junior Year**

(Academic enhancement and career goal setting)

- Meet with your advisor to review your degree plan.
- Plan for a summer or CO-OP training.
- Create your CV and LinkedIn profile.
- Participate in the Career Day and the Open Day for Employment & Training and attend the accompanying lectures and workshops.
- Attend short courses offered by different entities.
- Apply for international visits if you satisfy the requirements.

❖ **Senior year**

(Transitioning out of university into career or graduate school)

- Meet with your advisor to review your degree plan and check your graduation requirements.
- Update your CV and LinkedIn profile.
- Participate in the [Career Day](#) and the [Open Day for Employment & Training](#) and attend the accompanying lectures and workshops.
- Apply for international visits.
- Start applying for jobs.
- Apply for graduation through registrar office.
- Know your options for participating in the alumni network.
- Know the difference between various types of graduate degrees available in your chosen field of study.
- Prepare to take TOEFL, IELTS, GMAT or GRE (or other entrance exams).
- Think about who you would ask for letters of recommendation.

Links for Tools and resources

[Office of the University Registrar](#)

[Academic Calendar](#)

[Course Offerings](#)

[Course Scheduling Tool](#)

[Undergraduate Bulletin \(2014, ENG\)](#)

[Registration Policy and Procedures](#)

[Undergraduate Study & Exams Regulations \(ENG\)](#)

[Undergraduate Study & Exams Regulations \(AR\)](#)

[Miscellaneous Resources](#)

[Helpful Documents](#)

[Student Success Center](#)

[Academic advising Unit](#)

[Learning Support Unit](#)

[Skills and Leadership Unit](#)

[Medical Center](#)

[Student Affairs](#)

[Counseling and Advising Center](#)

[Career Counselling](#)

[Part-time Jobs](#)

[Special Needs Office](#)

[Orientation Week for new Admitted students](#)

[Student Services](#)

[Blackboard](#)

[KFUPM Library](#)

[Student Exchange Program](#)

[Undergraduate Research Office](#)

[Undergraduate Research Grant Guidelines](#)

[Online Student Referral form](#)

[Freshmen Unit, FU](#)

Important dates and deadlines

There are some important dates and deadlines that both academic advisors and students should observe. These include, but not limited to, the beginning of early registration, last day for adding and dropping courses and for withdrawals. For more information, see the [Academic Calendar](#) on the [registrar website](#).

Contact information

- [Prep-year Students Caring Unit, PYSCU](#)
Email: pyscu@kfupm.edu.sa Tel: 860-1325
- [Freshmen Unit](#)
Email: humaidib@kfupm.edu.sa Tel: 860-2650
- [Academic advising unit](#)
Email: advising.ssc@kfupm.edu.sa Tel: 860-2307