

# Academic Advising Policy

Policy #	AA-401	Revision #	02
Accessibility level	A	Effective date	01/04/2021

## 1. Scope

This policy applies to all FBSU students.

## 2. Purpose

Fahad Bin Sultan University firmly believes that academic advisement is essential to ensure student success and is necessary for guiding students through their chosen degree programs. Each student is assigned an academic advisor from day one. Every student is required to meet with their assigned advisor who will assist them with scheduling and academic planning prior to the registration process each term. Advisors do not make decisions for students. Rather, they guide students by providing them with advice, relevant information and encouragement.

## 3. Policy

### 3.1 Roles and Responsibilities of Academic Advisors

Academic advisors are assigned to:

- 1) Acquaint students with the rules, policies and regulations of Fahad Bin Sultan University;
- 2) Assist students in course selection and registration in collaboration with the Registrar's office;
- 3) Maintain confidentiality of students' information and academic records unless a student requests in written otherwise;
- 4) Follow up and monitor students' academic progress and provide mentoring program as needed;
- 5) Provide information regarding courses, requirements, tests, registration, course changes, and so forth; &
- 6) Keep resource materials as the Student Handbook, University Rules and Regulations, Academic Calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concern. (See: <http://www.fbsu.edu.sa/>).

### 3.2 Online Academic Advising

Online Academic Advising is designed to help continuing students register for courses and interact with an academic advisor without coming to campus.

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### 4. Related Documents

- 4.1 Academic Advising Procedures (AA-401-P01)
- 4.2 Advising Log Sheet
- 4.3 Student Study Plan Template