



# College of Engineering Academic Advising Guide

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## Introduction

The main objective of academic advising is to guide and support students during their academic journey to ensure they succeed in achieving their goals and career plans. This is attained through constant and consistent communication between the student and the academic advisor.

Successful advising is subject to a number of factors, all of which contribute to the overall success of a student. It is dependent on the shared understanding of, and commitment to, the advising process by students, advisors, and the university.

## Responsibilities of Academic Advisors

- 1) Advise and assist students with respect to their courses and program requirements.
- 2) Assist students with registration issues and offer guidance with course selection.
- 3) Identify options for students to satisfy specific degree requirements, evaluate and make recommendations on petitions, and make adjustments to the student's study plan.
- 4) Guide and motivate students preparing and planning for their career.

## Student Responsibilities

- 1) Recognize the importance of the relationship with their advisors.
- 2) Get the necessary information needed to understand the degree requirements in their respective degree programs.
- 3) Seek the assistance of academic advisors/faculty mentors or other university resources on a regular basis.
- 4) Keep their assigned academic advisors/faculty mentors informed of any academic difficulty and challenges they may be facing.
- 5) Take full responsibility for their decisions in accordance with the best advice and information given.

## Academic Advising Process

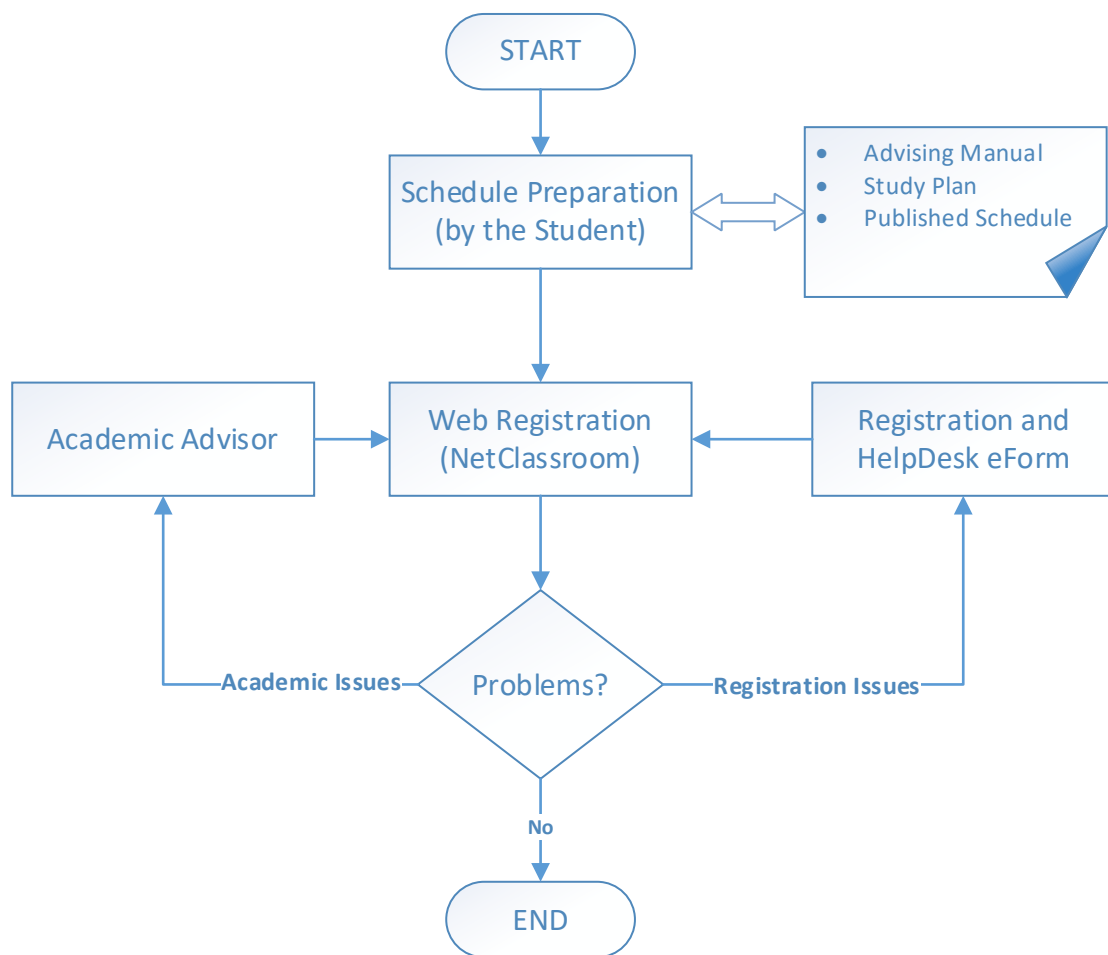
- 1) Academic Advisors for each engineering program are assigned to each cohort of students at the beginning of the Fall semester of each year. The advisors continue with the same cohort until they graduate.
- 2) An email is sent to all students at the beginning of each semester indicating advisors' assignments to each academic year per engineering program. The list is also posted at the College of Engineering website as well as the student's NetClassroom.
- 3) Student Affairs (SA) are notified of advisors' assignment and the SA system is updated to grant advisors access to the academic records of their advisees.
- 4) Students at all levels are requested to make use of individual advising where detailed questions and concerns are clarified about their degree program and help them develop strategies to maximize learning and success.
- 5) Students and advisors are expected to meet regularly especially during registration periods. *Walk-in Advising is also available where advisors are available to assist students with general advising needs throughout the academic year.*  
*Academic advising is also provided through electronic forms (eForms).*
- 6) Students are expected to prepare a preliminary schedule prior to meeting their advisors. In this way the advisor can see whether the student has a clear academic plan.
- 7) The Study Plan Summary Sheet and Prerequisite Flowchart (see samples in *Appendix A*) are tools for academic advisors and students to keep track of students' progress. Program respective study plan summary sheet and prerequisite flowchart are available under the program's study plan as posted on the university's website.
- 8) Students register courses online using the NetClassroom system.

## Procedural Notes

- 1) Electronic forms (eForms) are used to help in solving registration and academic issues. List of eForms is provided in *Appendix B*.
- 2) Student Affairs enabled the notification process to advisors once a student drops or withdraws a course.
- 3) The Vice Dean of Academic and Student Affairs at the College of Engineering will collaborate with Student Counselling to identify and provide support to students with a GPA below 2.0/4.0.
- 4) Full time undergraduate students are expected to carry a minimum load of 12 credit hours per semester. Part time undergraduate students could carry a load of less than 12 credit hours per semester.
- 5) The maximum number of credit hours allowed per semester is 21.
- 6) If the student's GPA drops below 2.0 after completing at least 30 credit hours, he/she will be placed on academic probation in the following semesters until the student's GPA improves to 2.0 or higher. As long as the student remains on probation, he or she will be advised to carry 12 credit hours in course credits per semester.
- 7) If the student's GPA remains below 2.0 at the end of the Spring semester in the following academic year, the student will be dismissed from the university and will become eligible to apply for re-admission to the university as specified in the re-admission policy.

- 8) The *Counseling and Skills Development Unit (CSDU)* offers workshops and awareness that help students overcome self-development obstacles and promote capabilities. Student Affairs counselors are available to assist the students with any difficulties.
- 9) During registration period, a Registration and Helpdesk Team to help students with registration issues. Students must report their issues through [Registration HelpDesk e-Forms](#)
- 10) For NetClassroom, Moodle, email access, or any IT issues, submit an IT ticket using [IT HelpDesk e-Forms](#)

The advising and registration process is depicted in Figure 1. The lower loop is broken by the intervention of the registration teams; the involvement of academic advisors in registration problems would be minimized, while students would receive technical help readily from registration teams.



**Figure 1. Advising and Registration Workflow**

Note: at the end of each semester, students should meet with their advisors to plan the schedule before the registration is open.

# Appendix A

## Study Plan Summary Sheet (sample)



**Alfaisal University**  
Bachelor of Industrial Engineering  
Study Plan Summary | Effective Fall 2021

كلية الهندسة  
College of Engineering

### 4-Year Curriculum: 142 Credit Hours Total

Freshman Year - Fall Semester		
Course Code	Course-Title	CRHs
SE 100	Programming for Engineers	3
SE 100 L	Programming for Engineers Lab	1
CHM 102	Introduction to Chemistry	3
CHM 102 L	Introduction to Chemistry Lab	1
MAT 101	Calculus I	3
PHU 103	Mechanics and Waves for Engineers	3
PHU 103 L	Mechanics and Waves for Engineers Lab	1
ENG 101	Freshman English I	3
	<b>Total</b>	<b>18</b>

Sophomore Year - Fall Semester		
Course Code	Course-Title	CRHs
ME 203	Applied Mechanics I: Statics	3
ME 205	Introduction to Computer Aided Design	3
ME 305	Manufacturing and Workshop Training	3
ME 305 L	Manufacturing and Workshop Training Lab	1
MAT 211	Calculus III	3
MAT 212	Linear Algebra	3
MAT 213	Differential Equations	3
	<b>Total</b>	<b>19</b>

Junior Year - Fall Semester		
Course Code	Course-Title	CRHs
IE 301	Operations Research I	3
IE 304	Production and Service Systems Planning I	3
IE 307	Work Systems Analysis & Design	3
IE 307 L	Work Systems Analysis & Design Lab	1
IE 309	Human Factors and Ergonomics	3
IE 309 L	Human Factors and Ergonomics	1
ENG 222	Technical Writing	3
ISL 101	Islamic Studies I	2
	<b>Total</b>	<b>19</b>

Junior Year - Summer Semester		
Course Code	Course-Title	CRHs
IE 390	Industrial Engineering Summer Internship	0
	<b>Total</b>	<b>0</b>

Senior Year - Fall Semester		
Course Code	Course-Title	CRHs
IE 401	Network Models and Project Management	3
IE 415	Production Information Systems	3
IE 4 __	Technical Elective	3
IE 4 __	Technical Elective	3
IE 495	Industrial Engineering Capstone Project I	3
ISL 112	Islamic Studies II	2
	<b>Total</b>	<b>17</b>

Freshman Year - Spring Semester		
Course Code	Course-Title	CRHs
ME 201	Material Science and Engineering	3
ME 201 L	Material Science and Engineering Lab	1
MAT 112	Calculus II	3
PHU 124	Electromagnetism and Optics for Engineers	3
PHU 124 L	Electromagnetism and Optics for Engineers Lab	1
ARB 101	Arabic Language and Literature I	2
ENG 112	Freshman English II	3
	<b>Total</b>	<b>16</b>

Sophomore Year - Spring Semester		
Course Code	Course-Title	CRHs
EE 207	Foundations of Electrical Engineering	3
EE 207 L	Foundations of Electrical Engineering Lab	1
ME 206	Thermal Fluids Engineering I	3
ME 206 L	Thermal Fluids Engineering I Lab	1
ME 208	Mechanics of Materials I	3
ME 208 L	Mechanics of Materials I Lab	1
MAT 224	Numerical Methods	3
STA 212	Probability and Statistics for Engineers	3
	<b>Total</b>	<b>18</b>

Junior Year - Spring Semester		
Course Code	Course-Title	CRHs
IE 302	Operations Research II	3
IE 305	Production and Service Systems Planning II	3
IE 315	Engineering Economy and Cost Analysis	3
IE 330	Simulation	3
IE 330 L	Simulation Lab	1
ME 308	Advanced Manufacturing Processes	3
ME 308 L	Advanced Manufacturing Processes Lab	1
	<b>Total</b>	<b>17</b>

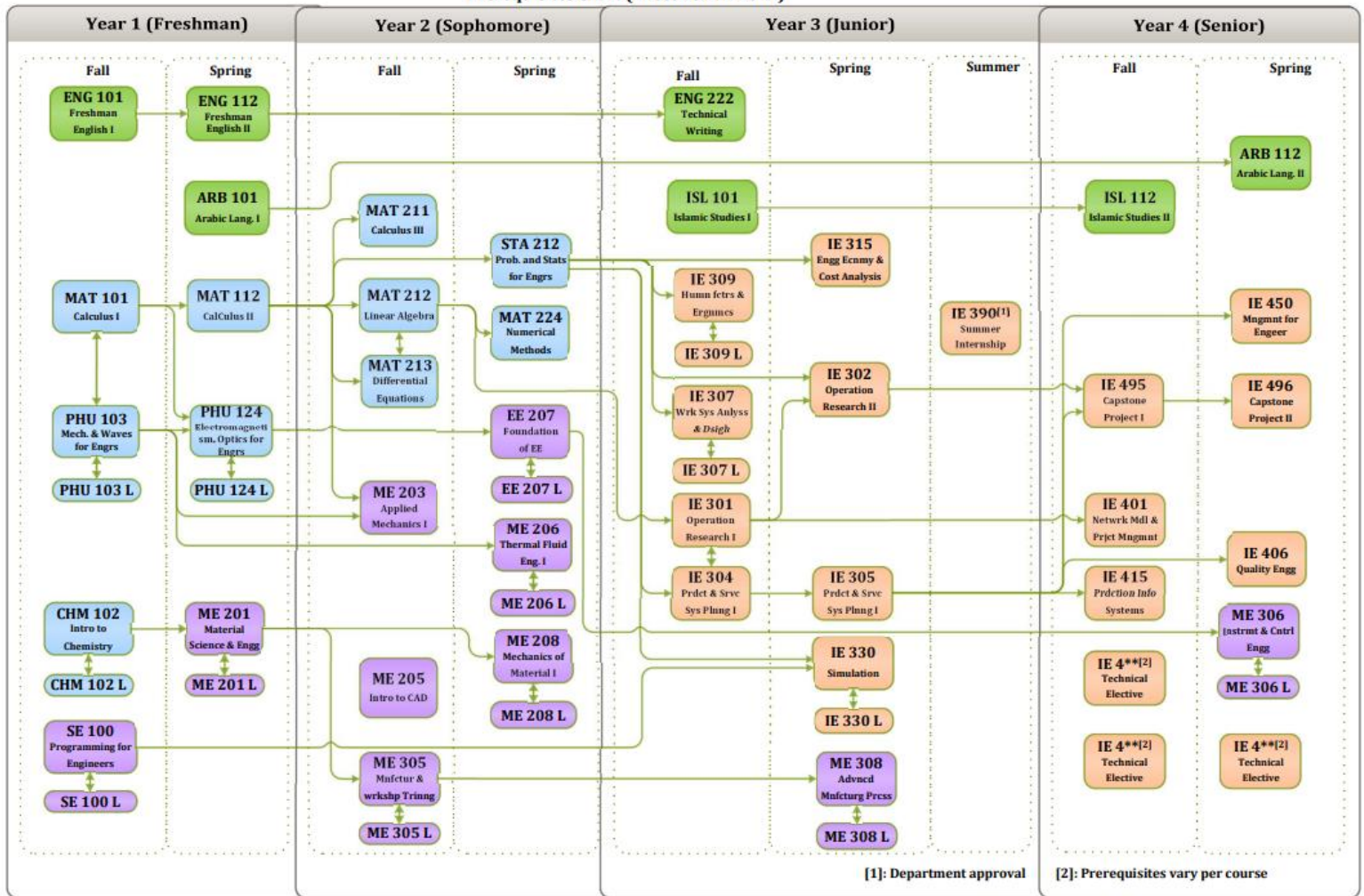
Senior Year - Spring Semester		
Course Code	Course-Title	CRHs
IE 406	Quality Engineering	3
IE 450	Management for Engineers	3
IE 4 __	Technical Elective	3
IE 496	Industrial Engineering Capstone Project II	3
ME 306	Instrumentation and Control Engineering	3
ME 306 L	Instrumentation and Control Engineering Lab	1
ARB 112	Arabic Language and Literature II	2
	<b>Total</b>	<b>18</b>

\*Details on list of technical elective courses and suggested plans for optional tracks are available on the department's website.

Taming technology and disseminating knowledge is what we do.  
Engineering innovative solutions to make the world better IS WHAT YOU'LL DO.

# Program Prerequisites Chart (sample)

Alfaisal University – Bachelor of Industrial Engineering  
Prerequisites Chart (Effective Fall 2021)



## Appendix B

### Student Affairs e-Forms

Student Affairs Deanship created [eforms](#) to be used by all departments for different purposes.

This will enhance productivity and saves time for Alfaisal students, faculty, and staff.

#	Department Name	Forms
1	College of Engineering	3
2	College of Engineering-AE	0
3	College of Engineering-IE-UPP	0
4	College of Engineering-SE-UPP	0
5	College of Law-UPP	0
6	College of Medicine	0
7	College of Medicine-IE	0
8	College of Medicine-SE	0
9	College of Science-MBS-LQM	0
10	Consultant	0
11	Facility	3
12	Finance	1
13	IT Services	0
14	Office of Research	0
15	Student Affairs	12

e-form	Description
<b>Resume Studies</b>	To resume studies and activate students' account (After taking off for one semester)
<b>Semester Withdrawal</b>	Students cannot withdraw for more than two consecutive semesters or three non-consecutive semesters.  Those who do not resume their studies after two consecutive semesters, or three non-consecutive semesters will be <b>dismissed</b> .
<b>Credit Transfer</b>	<b>Credits Transfer Policy:</b> <ul style="list-style-type: none"> <li>• Courses obtained more than five years will not be accepted.</li> <li>• Only courses with C or above are transferable to Alfaisal University</li> <li>• A maximum of 40% of any program total credits will be transferred.</li> </ul>
<b>Temporary Exemption of a Pre-Requisite and Co-Requisite Form Incomplete Grade &amp; Extension</b>	Must be submitted before the end of the 1 <sup>st</sup> week of the Semester beginning.
e-form	Description
<b>Grade Modification Request Form-V2</b>	To be submitted <b>by faculty</b> in case of grade entry error or make up exam
<b>Incomplete Grade and Extension</b>	Incomplete grade may be considered in case of illness or other circumstances
<b>Grade Appeal</b>	Student can appeal a negative decision of a faculty member; this policy is intended for students who believe that they have legitimate grounds for requesting a reassessment of their final grade on a course.
<b>Independent Study</b>	The form will be used during <b>Add period</b> only
<b>Direct Study</b>	The form will be used during <b>Add period</b> only
<b>Scholarship</b>	<b>*Disclaimer</b> - Applying for this scholarship <b>does not necessary mean being awarded</b> . Scholarships seats and funds are limited.
<b>Confirmation of Enrollment Tracks / Minors COE</b>	<b>Important notes:</b> <ul style="list-style-type: none"> <li>• Completion of a track or a minor will be recognized in the transcript alongside the main major. Tracks and minors will not be recognized in diplomas.</li> <li>• Students are expected to review and discuss track/minor requirements with their academic advisors prior to submitting this e-Form.</li> <li>• Pursing a minor requires the approval of the academic advisor and department chairs.</li> <li>• The student should complete the main degree requirements before starting the minor.</li> <li>• Refer to list of courses and additional requirements for tracks and minors by visiting the department's website.</li> </ul>
<b>Course Drop</b>	<ul style="list-style-type: none"> <li>• During Drop period only based on the University Academic Calendar.</li> <li>• Dropped courses will not appear on a student's transcript, it will not affect the GPA, and no financial obligations.</li> </ul>



<b>Absent Leave</b>	<ul style="list-style-type: none"> <li>• Student is responsible for providing satisfactory evidence to the instructor concerning the reason for absence. They are allowed <b>15% absence without excuses and 25% absence with excuses.</b></li> </ul>
<b>Certificate Borrowing Agreement</b>	<ul style="list-style-type: none"> <li>• Student should return high school certificate(s) to The Deanship of Student Affairs after two weeks from the date of borrowing.</li> <li>• In case student didn't return the certificate(s), will take the full responsibility for any financial liabilities.</li> </ul>
<b>Student Educational Trip</b>	For students that will contribute to enhancing their knowledge and skills to supplement their own curriculum.
<b>Club Creation</b>	<ul style="list-style-type: none"> <li>• The club members must be 5 females and 5 males. A club may have a maximum of 5 members if it is only for one gender.</li> <li>• Current GPA must not be below 2.75.</li> <li>• The club should have 3 events ready to start.</li> <li>• The club should have clear objectives that doesn't clash with other clubs.</li> </ul>
<b>Graduation Request Complete Clearance Form</b>	Students must attach an updated transcript and academic plan to the form. Student and Academic Advisor fill out the form and submit it along with the required documents to the registration office for approval
<b>Complete Clearance</b>	This is used by students in case of complete withdrawal from the University

## Appendix C

### **Contacts & Resources**

## College of Engineering

Academic services for Engineering students are available through [eform](#)

### **Absent Leave**

Students are allowed 15% absence without excuses and 25% absence with excuses.

### **Academic Advising**

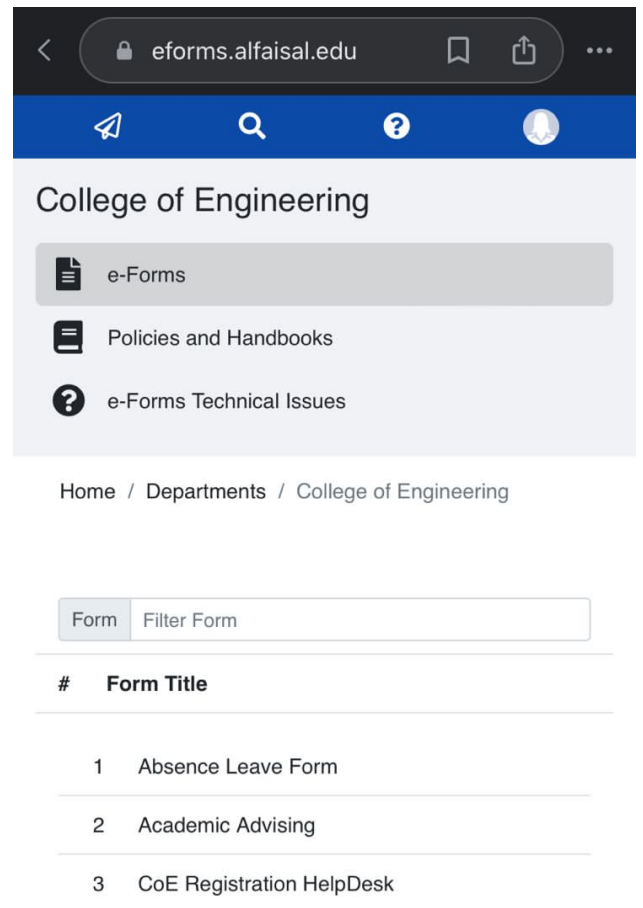
Share your concern with your Academic Advisor, discuss your study plan, progress, and related academic issues.

List of advisors are found here: [Academic Advisors](#)

### **CoE Registration Helpdesk:**

Issues such as (Full classes, conflicts)

List of CoE Faculty & Staff can be found [here](#)



The screenshot shows a mobile browser interface for the website eforms.alfaisal.edu. The page title is "College of Engineering". Below the title, there is a navigation menu with three items: "e-Forms", "Policies and Handbooks", and "e-Forms Technical Issues". Below the menu, there is a breadcrumb trail: "Home / Departments / College of Engineering". A search bar is visible with the text "Form" and "Filter Form". Below the search bar, there is a table with the following content:

#	Form Title
1	Absence Leave Form
2	Academic Advising
3	CoE Registration HelpDesk

## Counselling and Skills Development Unit

To book an appointment with a counsellor.

Visit this [website](#) to **create an account** using your **Alfaisal email**, then log in and set your appointment

This [video](#) might be helpful if you If you have questions about how to book online appointments