



### Academic Advising Committee:

- Implementing orientation sessions for newly admitted students in the department.
- Publishing guidance manuals and awareness bulletins related to academic advising.
- Raising students' awareness of academic regulations and policies, as well as university rights and responsibilities.
- Monitoring the work of academic advisors and ensuring that they fulfill their responsibilities toward students.
- Identifying academically outstanding students, academically at-risk students, and students with disabilities, and providing appropriate support for each group in coordination with relevant units.
- Organizing programs and workshops to enhance self-confidence and develop time management skills.
- Documenting all procedures and data related to academic guidance and advising services.

