

INTRODUCTION

In preparing this operational plan for the Academic Advising Committee in the Department of Mathematics at the College of Science and Arts, we relied on the operational plan of the Student Guidance and Advising Committee at the college, the annual operational plan of the Mathematics Department, as well as aligning it with the annual operational plan of the Curriculum Committee. Additionally, we considered the opportunities and challenges imposed by the evolving demands of community service as an environment surrounding the department's objectives.

Operational Plan of the Academic Advising Committee for the Academic Year 1447 AH

Initiative / Project	Execution Responsible	Follow-up Responsible	Implementation Period	Achievement Indicator	Target Value of the Indicator
Distribution of new students to academic advisors	Head of the Academic Advising Committee	Head of the Academic Advising Committee	First week of the semester	Distribution lists of students to advisors	80%
Orientation and guidance meeting to prepare new male and female students in the program	Head and members of the Academic Advising Committee	Head and members of the Academic Advising Committee	Second week of the semester	Orientation program, attendance sheet, and photos of the meeting	80%
Provision of academic advising services: - Academic advising - Career advising - Psychological counseling - Social guidance	Academic advisors (male and female)	Academic advisors (male and female)	First to last week of both semesters	Student advising files	80%
Use of eRegister to identify outstanding students - Ceremony honoring outstanding students	Head of the Academic Advising Committee	Head of the Academic Advising Committee	First and second semesters	List of outstanding students	80%



التاريخ: / / ١٤٤٤ المرفقات:				التعليمية جامعة نجران كلية العلوم والآداب قسم الرياضيات	
Program for struggling students: - Identify struggling students - Individual advising - Identify and address causes of difficulties (extra lectures, support, etc.)	Academic advisors (male and female)	Academic advisors (male and female)	First and second semesters	Files of struggling students	80%

Special Needs Program: - Verify disability status - Direct communication - Register schedule, monitor progress and exams - Meetings and inclusion in programs	Academic advisors (male and female)	Academic advisors (male and female)	First and second semesters	Files of students with special needs	80%
Complaints and suggestions as per academic system	Academic advisors (male and female)	Academic advisors (male and female)	First and second semesters	Student complaints and suggestions	80%
Exam guidelines	Academic advisors (male and female)	Academic advisors (male and female)	During midterms and finals	Exam regulations and guidelines	80%
Semester advising reports: - Academic - Career - Psychological - Social	Academic advisors (male and female)	Head of the Academic Advising Committee	Week 15 of each semester	Reports from each advisor + General committee report	80%

Academic Advising Committee