



## **The Petroleum Institute**

# **A Student's Guide to Academic Advising**

This Guide to Academic Advising provides students with the essential information, guidelines and procedures necessary to assist all matriculated undergraduate students with the advising process. The Advanced University Placement Program has its own academic advising procedures.

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## **I. What is Academic Advising?**

Academic Advising is an integral aspect of academic progress, and a shared responsibility between the student and the academic advisor. Every student at the Petroleum Institute will be assigned an academic advisor. Academic Advisors provide students with information on academic requirements, campus resources, and future professional plans. Additional individuals may be assigned to assist a student in achieving and maintaining good academic standing. Advisees are responsible for meeting with their academic advisor, familiarize themselves with the Academic Policies, abide by the regulations outlined in the Academic Advising Policy, and ensure that their academic record is accurate and up-to-date.

## **II. Academic Advisor Responsibilities**

1. Provide information on academic requirements towards obtaining a degree.
2. Assist with a student's registration record, including:
  - a. Resolving scheduling challenges such as full class sections, lack of prerequisite courses, and/or potential conflicts.
  - b. Advising on a suitable course load compatible with the student's academic ability and personal circumstances.
  - c. Providing information on frequency of course offerings.
  - d. Introducing the Degree Audit system and monitoring progress towards completing the degree.
3. Monitor students' academic progress towards graduation, including:
  - a. Explaining academic policies and procedures.
  - b. Preparing a study plan that assists students to successfully complete their degree in a timely manner.
  - c. Assisting students in maintaining a good academic standing.
4. Direct students to available on-campus resources, support services and activities.
5. Advise students on career plans and/or graduate studies, including:
  - a. Assistance with graduate school selection, application, and field of specialization.
  - b. Advise on career paths, resources for resume writing and interview preparation.

Academic Advisors are encouraged to refer advisees to the various campus offices or individuals who might provide further information or support.

## **III. Advisee's (Student) Responsibilities**

1. Familiarize him/herself with the Petroleum Institute's academic policies, academic program and degree requirements, student rights and responsibilities.
2. Consult his/her academic advisor on issues related to registration record and academic standing.
3. Seek guidance from the academic advisor and other individuals within and outside their academic program.
4. Request regular appointments with the academic advisor to discuss his/her academic progress towards graduation, career plans and/or graduate studies.
5. Take responsibility for decisions and actions as they affect academic progress.

#### **IV. Assigning Academic Advisors**

Students are assigned Academic Advisors by the Academic Program Chair (or designee) based on their cumulative grade point average (CGPA) and/or total earned credit hours, or additional criteria specified by the Academic Program. In addition, the following students may be assigned a different or additional advisor as follows:

1. Students who Change Majors: Students who change majors are assigned an Academic Advisor by the new major's Academic Program Chair (or designee) as indicated on the completed 'Major, Advisor and Catalog Year Change' Form.
2. Students declaring a Minor: Students with a declared minor are assigned a Minor Advisor by the Minor's Academic Program Chair (or designee) as indicated on the completed 'Minor, Advisor and Catalog Year Declaration' Form. The Minor Advisor is encouraged to consult with the student's Advising Coordinator in regards to the student's advising and academic progress, especially prior to registration. (pending approval of the minors)
3. 'At Risk' Students: Students are identified as 'at risk' by the individual's academic program. In addition to their academic advisors, 'at risk' students may be assigned additional advisors and/or student counselors and required to participate in special academic achievement programs.
4. Transfer Students: Students who are admitted with college credit from other academic institutions are assigned an Academic Advisor from the College of Arts and Sciences who, in turn, consults with the Advising Coordinator from the student's designated academic program prior to registration.

#### **V. Advising Guidelines Based on Academic Standing**

At the end of each regular semester, a degree student's academic standing is assessed based on the accumulated total quality points, cumulative grade point average (CGPA), and the semester grade point average (SGPA) or additional criteria specified by the Academic Program. Students should meet with their Academic Advisors and will be advised according to their academic standing.

#### **VI. Registration Process**

The Office of the Registrar will announce in advance the Advising and Early Registration Period and will impose a 'block' on students' registration in CAMS with the result that students will not be able to enroll in any course until the 'block' is removed. In turn, Academic Advisors should announce their advising hours to their advisees ahead of the advisement period. Students should meet with their Academic Advisors and will be registered according to their academic standing.

#### **VII. Adjusting Registration Records**

The Office of the Registrar will announce in advance the Add and/Drop Period as well as the deadline for withdrawal without penalty. Prior to the beginning of the Add/Drop period of each semester, the Office of the Registrar will provide the Advising Coordinators with an 'Academic Standing Change Report.' If the student's academic standing changes prior to Add/Drop period

or if they are identified as ‘at risk’ students by their Academic Program, then the respective Advising Coordinator will then adjust the ‘block’ status for each student and their advising record accordingly.

Students who wish to adjust their current semester or session registration should meet with their Academic Advisors to discuss their intent and complete the adjustment of their registration records accordingly.

## VIII. On-Campus Resources

### 1. References:

a. **Academic Catalog:** This publication is under the authority of the Office of the Registrar. It includes academic calendar and official contact information, admission and transfer requirements, academic programs and on-campus support services, academic policies and procedures, degree and graduation requirements, course offerings and requirements, appeals and grievance procedures, student rights and responsibilities, and list of full time faculty and their academic qualifications.

b. **Student Handbook:** This publication is under the authority of the office of Student Affairs. It includes academic policies and progress towards graduation, student support services and on-campus resources, appeals and grievance procedures, and student rights and responsibilities.

c. **Academic Policies:** All current Academic Policies are available on the PI website at <http://www.pi.ac.ae/facu.php>.

d. **Degree Audits:** Each student is automatically assigned a ‘degree audit’ form on CAMS corresponding to his/her ‘Catalog of Record.’ This is the official list of courses a student should complete towards receiving a degree. The form also provides an accurate account of a student’s completed, in progress and pending courses.

### 2. Offices:

a. **Academic Programs:** The Academic Program is responsible for overseeing the implementation of the program’s curriculum in terms of course sequencing, substitution and degree requirements. The Academic Program Chair (or designee) is responsible for upholding the academic policies and procedures.

b. **Center for Learning and Teaching Excellence (CELTE):** CELTE is a campus-wide unit focused on enhancing undergraduate science, technology, engineering and mathematics (STEM) education. The Center offers faculty seminars, workshops and events, and links to useful material related to the teaching of science, technology, engineering and mathematics.

c. **Counseling and Internship Office:** This office provides guidance to students in terms of their rights and responsibilities, both in terms of their academic performance and conduct.

d. **Office of the Registrar:** This office is in charge of maintaining the student’s official file to include all biographical data, enrolment and academic records. It also provides faculty and students with current information on the academic calendar, catalog and policies.

e. **Writing Centers:** The Communication department offers students tutorial support to help them to develop their academic and professional writing skills through Writing Centers located in the Communication Centers. Writing Centers are in Room 4-101 (for male students) and Room 8-241 (for female students).