



Faculty of Computer & Information Sciences
AIN SHAMS UNIVERSITY
Performance Evaluation and Quality Assurance Unit



Academic Advising
Guide Book
Faculty of Computer and
Information Sciences
Ain Shams University

Version 2024

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Key concepts

- **Credit hours system**

The credit hour system is based on determining the number of credit hours that the student must successfully pass according to the level that The college sets it as a condition for graduation, and this system leaves the student free to progress in his studies according to his capabilities and readiness, in light of The minimum and maximum number of courses that are allowed to be registered in each semester, which allows the student to participate in the development of The study plan that suits him

- **Credit hours**

It is a unit of measurement to determine the weight of the course and one credit hour is calculated for each one-hour theoretical lecture per week. During one semester, for practical lessons and applied training, one credit hour is calculated ,for each practical period or Two or three hours of training during the semester

- **H ours earned**

It is the credit hour that the student successfully passes for any of the courses in which he registered and is calculated to determine the student's achievement or .progress. Towards graduation

- **Curriculum**

A subject taught over the course of one semester, for which a number of credit hours are allocated, specified in the curriculum, and designated by a specific

number. The program you follow and your level in the field of knowledge you belong to

- **Prerequisite**

It is a course that a student must pass before registering for another course. In this case, the first one is called a requirement. For the other decision

- **Academic load**

It is the total number of credit hours that a student is allowed to register for in the semester in light of his ability and exam results

- **Academic year**

The academic year (academic level) consists of two semesters (a full academic year), and the duration of the semester is according to For specialization, in addition to the summer semester for students who wish to do so

- **Summer semester**

It is an intensive semester, with a duration of no less than 4 weeks and a maximum of 9 credit hours per week. Students may register for it in a number of More than three courses according to the rules and fees determined by the College Council, so that studying in this semester is optional for the student or For the faculty member who will teach during it, and no course will be taught in this semester if the number of students in it is less than the number of 10 students unless approved by the College Council

- **The Level**

It is a period of time from the total study period and consists of one or more periods that the student spends at the college according to the study plan

- **Educational path**

It is the educational plan that the student chooses according to his abilities, . readiness and achievements to achieve his academic goals

What is meant by academic advising?

Academic advising is a process that aims to help students make decisions regarding their desired educational path. This advising includes providing advice on the academic load, choosing and registering for courses, identifying course requirements , improving the cumulative average , and providing support during .the different academic years

Who is the academic advisor?

He is the person responsible for the academic guidance process and is a member of the teaching staff assisted by a number of assistant staff members. One or more academic advisors are appointed each semester for each academic stage according to the number of students at the level. The advisor guides the students during the semester and achieves the required communication between the student and the . college administration

Duties of the academic advisor:

The academic advisor is responsible for the following

1. Introducing the student to all the rules and regulations of the program, especially new students, to confirm their understanding of these. Regulations and procedures related to registration, course selection, requirements, .examination rules, evaluation , withdrawals, etc
2. Assisting students in planning their study program in a manner that suits the student's ability to comprehend and progress in The study program and its .results

3. Assist students in choosing courses for each semester and introduce them to .the concept of prerequisites
4. .Follow up on students' progress during the semester
5. Solving students' problems during their studies in coordination with the academic coordinator of the program and the college administration if .necessary
6. .Providing advice, guidance and academic assistance to students
7. .Helping struggling students improve and raise their GPA

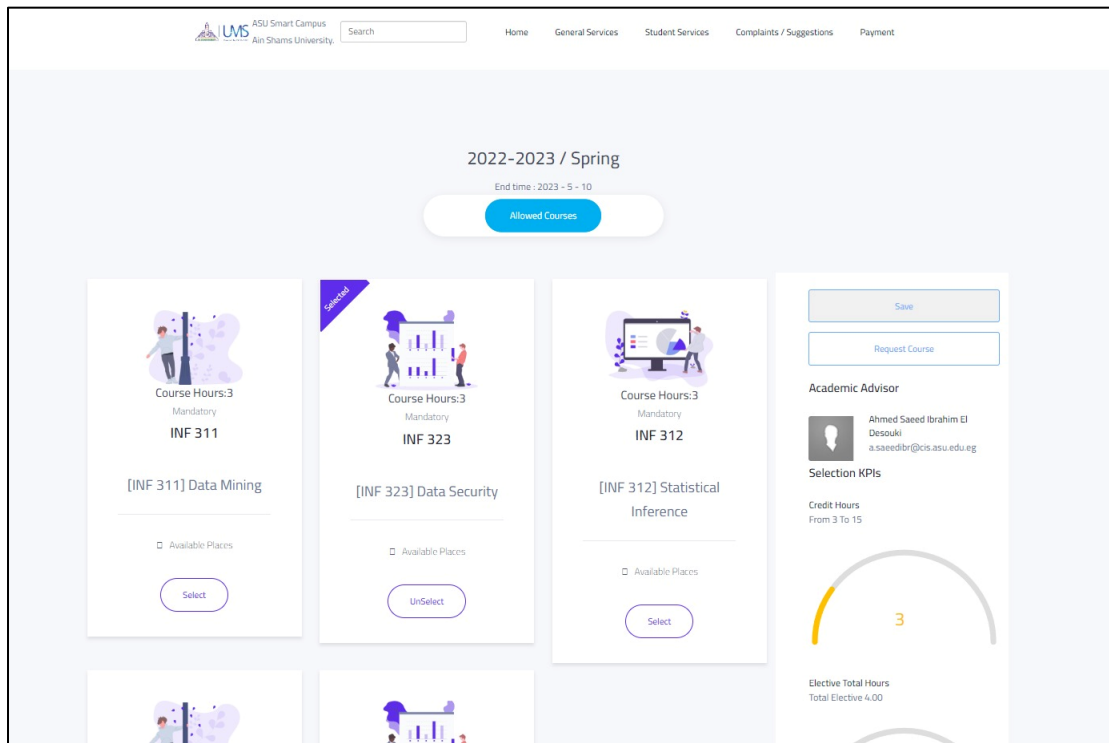
The role of the academic advisor in supporting students

At the beginning of each academic year, a group of students is assigned to each faculty member as an academic advisor, and students can refer to their advisors for any problems.

All students are required to identify the courses they plan to enroll in and then meet with an academic advisor each semester. Students are expected to track their progress; however, the academic advisor also tracks each student's progress during enrollment advising meetings using the degree flow sheet. In addition, the academic advisor is responsible for

- Assist students in the orientation process in academic life and the university community/faculty and respond promptly to any communication from him/her
- Working with students to build personal academic relationships

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- Maintain an interest in the professional growth of their students throughout their academic career by advising them on their options through the following activities
 - Review student course choices
 - Verify a copy of the official regulations and meet common requirements.
 - Answering questions and concerns about upcoming chapters
 - Course details including course description
 - Assist students in planning for future experiential learning opportunities, including internships, employment, and research.
 - Proactively monitor academic achievement and student engagement and advise on constructive options.
 - Listen to and advise students on non-academic issues, as well as direct students to appropriate student services for further support, when needed .
 - Supports enrollment counseling. At the beginning of each semester, a list of available courses is loaded into the student's file as shown in Figure 1-1. Students can select/deselect courses. Additionally, students can view their academic advisors' account information, as shown in Figure 1-2.



2022-203 / Spring
 End time : 2023 - 5 - 10
 Allowed Courses

Course Hours:3
 Mandatory
INF 311
 [INF 311] Data Mining
 Available Places
 Select

Course Hours:3
 Mandatory
INF 323
 [INF 323] Data Security
 Available Places
 UnSelect

Course Hours:3
 Mandatory
INF 312
 [INF 312] Statistical Inference
 Available Places
 Select

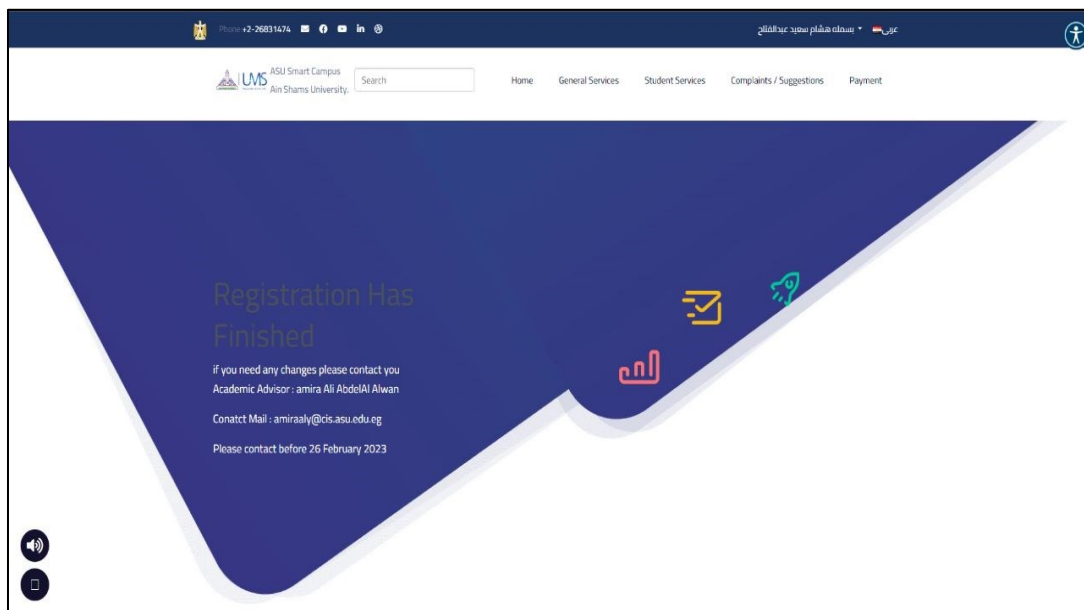
Save
 Request Course

Academic Advisor
 Ahmed Saeed Ibrahim El Desouki
 a.saeedbr@cis.asu.edu.eg

Selection KPIs
 Credit Hours
 From 3 To 15

3
 Elective Total Hours
 Total Elective 4.00

appearance No . 1 Courses available to the student



Phone +2-26831474

ASU Smart Campus
 Ain Shams University

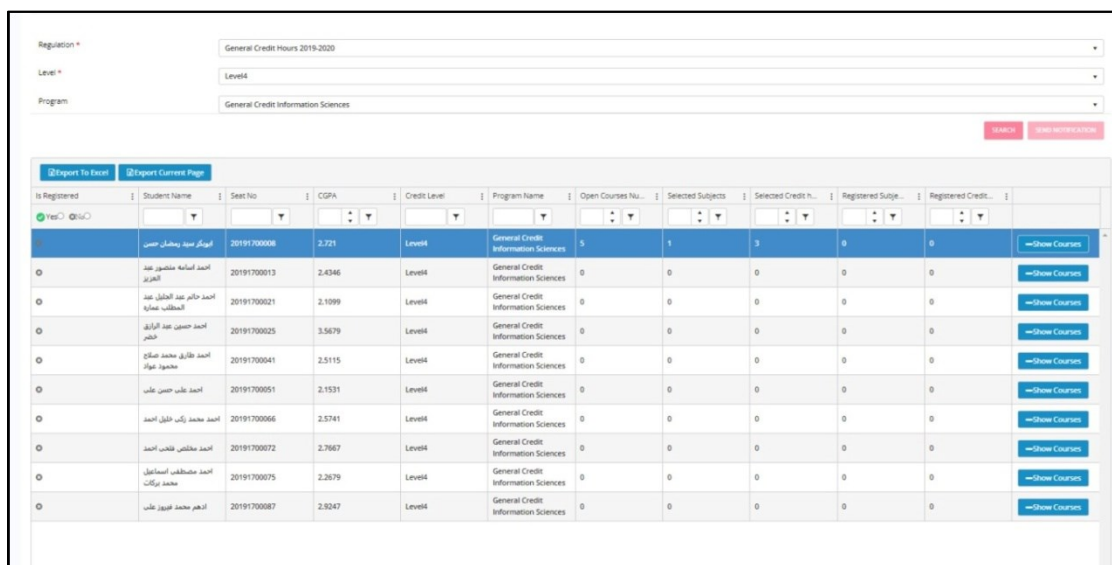
Home General Services Student Services Complaints / Suggestions Payment

Registration Has Finished

if you need any changes please contact you
 Academic Advisor : amira Ali AbdelAl Alwan
 Contact Mail : amiraaly@cis.asu.edu.eg
 Please contact before 26 February 2023

Figure No. 1 Contact information for the academic advisor

advisors can then review and confirm the student's course selections. As shown in Figure 3.4, the academic advisor can view each student's GPA, number of selected courses, and number of credit hours. Additionally, the academic advisor can check the registration status of each student in the various courses (as shown in Figure 3.5) and track each student's overall progress (as shown in Figure 3.6).



Is Registered	Student Name	Seat No	CGPA	Credit Level	Program Name	Open Courses Nu...	Selected Subjects	Selected Credit h...	Registered Subje...	Registered Credit...	
<input checked="" type="checkbox"/>	أحمد محمد رمضان حسن	20191700008	2.721	Level4	General Credit Information Sciences	5	1	3	0	0	Show Courses
<input type="checkbox"/>	أحمد مصطفى منصور عبد العزيز	20191700013	2.4346	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد طارق عبد الحظي عبد الحظي عمارة	20191700021	2.1999	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد حسين عبد الرزاق خضر	20191700025	3.5679	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد طارق محمد صلاح محمود حواد	20191700041	2.5115	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد علي حسن علي	20191700051	2.1531	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد محمد زكي خليل أحمد	20191700066	2.5741	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد مصطفى فهد أحمد	20191700072	2.7667	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد مصطفى اسماعيل محمد بركات	20191700075	2.2679	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses
<input type="checkbox"/>	أحمد محمد فوزي علي	20191700087	2.8247	Level4	General Credit Information Sciences	0	0	0	0	0	Show Courses

Figure No3 3 4 SEQ_شكل رقم 3 4 * ARABIC List of students' grades for the academic advisor

Academic warning

An academic warning is issued to a student at the end of any semester in which the cumulative GPA falls below the good standing standard of 2. To avoid being placed on academic probation, a student must earn enough grade points during the next semester of enrollment to raise the cumulative GPA to the minimum good standing standard. If the student meets the minimum standard by the end of the next semester of enrollment, the academic warning is lifted and the student is

returned to good standing. A student who fails to return to good standing by the end of the warning semester will be placed on probation .

Academic monitoring

If a student's GPA falls below the minimum required and he or she is given an academic warning during the previous semester, he or she will be placed on academic probation at the end of that semester. Students on academic probation are placed on restricted probation, which limits the number of credit hours in the following semester to the minimum required.

A student may retake courses that he/she has previously passed)maximum 5 courses (to improve his/her cumulative GPA, and the grade he/she obtained in the last course he/she registered for will be calculated. If the improvement is for the purpose of lifting the academic warning or fulfilling graduation requirements, the student may retake more than 5 courses. In all cases, both grades will be recorded in his/her academic record.

The student will also be expected to develop a plan for achieving good academic standing. This plan will be developed with the assistance of the student's advisor. The plan will include repeating courses, mid-semester grade monitoring, and regular contact with the advisor. Students who achieve the required GPA for good standing will have their probationary status removed .

Mechanisms to raise the cumulative average

The College Council may consider granting a student who is at risk of academic expulsion due to his inability to raise his cumulative GPA to at least 2.00 only one

opportunity for two semesters to raise his cumulative GPA to 2.00 and meet the graduation requirements, provided that he has successfully completed at least 80% of the credit hours required for graduation .

What is meant by Academic Dismissal?

Academic dismissal is the forced separation of a student from the university , which occurs in the case of students who do not succeed in achieving good academic standing)i.e. the cumulative GPA is less than 2.0 (during the probationary period for 6 consecutive semesters, excluding summer semesters. If the student does not meet the graduation requirements within the maximum study period of 8 years according to the law, he/she is dismissed .

Mechanisms to support outstanding students

1. A student will be classified as in good academic standing if the cumulative GPA is not less than 2 .
2. An honors degree is awarded if the student maintains a cumulative GPA of no less than 3.3 out of 4)very good (in each academic year and does not fail any course .
3. The college provides support to outstanding students through a variety of methods, including
 - a. The college grants students who obtain a cumulative GPA of 3 or more a financial award

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- b. Professors organize competitions within the courses and give special certificates and gifts to outstanding students such as those who got the best grades in general work or who submitted the best project .
 - c. The college provides financial and moral support to students who participate in all types of competitions)programming, theater, sports, etc. and (the college helps cover travel expenses and any other expenses required for participation.