

- Make sure to schedule interviews with your academic advisor and ensuring that you attend them all, only missing an appointment in case of an emergency.
- Share information with the academic advisor and discuss all aspects of your academic future.
- Make sure to take advantage of the general services provided by the School and the University, which are pointed out to you by your academic advisor.
- Be sure to listen to your academic advisor's advice.
- Go to your academic advisor should you encounter any urgent problem.
- There should be at least one form of direct contact between the academic advisor and the student, such as phone number or e-mail.
- Do not bypass the academic advisor when any problem occurs by going directly to the School or University administration.

The student's responsibilities:

- To make clear all of his/her interests, goals, and personal abilities.
- To schedule regular visits to the academic advisor.
- To attend any workshops and meetings as called upon by the academic advisor.
- To ask the academic advisor for help, and prepare and ask questions on matters needing clarification.
- The student should make him/herself familiar with their own study plan.
- To take responsibility for personal decisions and actions.

The student is required to do the following:

Before starting registration:

- The student should review his performance in the previous semester and verify the grades obtained.
- He should check his academic status to see if he has been issued with a first or second warning, and whether there are any courses that he has either not studied or failed, in order to remove them from previous semesters.
- Discuss with the academic advisor past academic achievement and status, and then look at the work plan for the next semester and make sure that he has registered for any courses in which he failed, as well as clearing any 'Incomplete' courses from the previous semester.
- Inform the academic advisor of any problems encountered in any course.
- Discuss all financial, health and social problems that may affect his academic performance with the academic advisor.

Academic advising and peer counseling service

Among its academic advising activities, the Deanship of Admissions and Registration offers a peer mentoring service which includes remedial classes, help with admission and registration procedures, and recruitment and training procedures.

Peer mentoring service

Peer mentors are students who work with the Academic Advising Office, having undergone training to help the Office and academic advisors to increase work efficiency. Peer mentors play an important role in the success of the Advising Office.

Duties and functions of peer mentors

- Assisting the academic advisors in daily work assignments.
- Instructing students on how to access the PSUT website and view important information about their study plans, such as available courses, proposed models of the student's plan, in addition to important information and dates from the current academic calendar. The mentor may also help the student understand how to read the marks recorded in his file.
- Helping the student by showing him how to register online and how to determine his major field and any branches of his specialization.
- Directing students to the resources provided for them by the University, especially the Student Learning Support Office - both learning centers and student support - offered at either the University or School level.
- Peer mentors conduct all work assigned to them by the supervisor or academic advisors at the University's Academic Advising Office.
- Listening to their peers and answering their questions while maintaining the highest degree of confidentiality and discretion.
- Respecting the views and opinions of those students who benefit from their advising, and refraining from imposing their own opinions and values on these students.
- Peer mentors must be impartial when asked about the difficulty of a particular course or when asked what they think of a particular faculty member.

How do I become a peer mentor?

Please visit the Career Advising Office, Part-time positions, to join the Peer Mentor Team and get to know the required procedures in detail.

Princess Sumaya University for Technology uses all of its resources to provide the best services and care for its students to achieve the vision and objectives of the University.

Academic Advising Office

Deanship of Admissions and Registrations



Tel: +962 6 5359949 • Fax: +962 6 534 7295 • P. O. Box 1438 Amman 11941 Jordan • email: info@psut.edu.jo

www.psut.edu.jo



Academic advising Princess Sumaya University for Technology

Excellence in Education for a New Generation

Academic advising

Academic advising is one of the pillars of university education. PSUT pays great attention to this matter as it aims to advise students to obtain the best results, adapt to the university environment and make the most of the opportunities available to them by providing them with learning skills that raise their level of academic achievement. The importance of academic advising lies in raising the level of the student through the following measures:

- 1- Assisting the student to prepare and plan for his academic future during his period of study at the University.
- 2- Guiding the student's attention to the practices that will lead to his maintaining a standard of excellence.
- 3- Assisting the student in choosing the appropriate elective courses.
- 4- Helping the student to overcome difficulties and achieve success.
- 5- Providing an academic advisor who is fully prepared to help the student in solving any problems that may arise.

In view of the importance given to academic advising at PSUT, a special office has been set up for the purpose at the Deanship of Admissions and Registration, which carries out the following tasks:

1. Planning, coordinating and supervising the implementation of the academic advising process at the University, and raising awareness among the students of its availability.
2. Using international standards to raise the University's competitiveness in the field of academic advising.
3. Establishing an advanced infrastructure, strengthening cooperation between all of the Schools, and forming teams to provide academic advising and raise awareness of its importance.
4. Extracting and publishing the entire body of rules, regulations and procedures governing study, examinations and all matters related to academic services.
5. Monitoring the publication of study plans and ensuring that all alterations to them are publicized.
6. Supervising the role of the advisor in the process of academic advising, and monitoring his/her performance through several tools, such as office hours.
7. Preparing students to adapt to university life and its environment. Also, providing them with proper information regarding the taught specializations and educational policy at PSUT.
8. Providing the necessary support to students who are encountering difficulties during their academic journey.
9. Paying attention to outstanding students and providing them with the means to enhance their abilities and support their creativity.
10. Communicating with students via social media.

Academic Advising Process

The Deanship of Admissions and Registration offers the following

academic advising programs:

- Orientation programs for new students to introduce them to the system of study and tests to help them adapt to studying at university, and to familiarize them with their rights and obligations.
- Advising programs to help special needs students, during their time at the University, to achieve the highest possible levels of psychological and social adjustment, and academic achievement, according to their capabilities. Also, to study their problems and work on finding solutions, as well as providing suitable training opportunities for them according to their field and needs.
- Advising programs for students who are encountering difficulties, to help them overcome the obstacles and problems they face and achieve the desired success.
- Mentoring programs for outstanding students to help them continue to excel, aimed at encouraging them and motivating other students.
- Advising programs for scholarship students to advise them to furthering their education, and help them to overcome obstacles or problems they may encounter to enhance their academic excellence and achievement.
- Advising programs for cultural exchange and joint program students to impress upon them the importance of experiencing other cultures and benefiting from their scientific and technological development. They also provide the student with an opportunity to complete their education and represent the country, reflecting a bright image of the achievements of our students, our University, and our beloved Kingdom.

The success of the advising system depends on a close relationship between the student and his academic advisor in order to:

1. Create the conditions that will help the student to achieve academically, overcome any obstacles to academic achievement, and find appropriate solutions to any problems the student may be facing.
2. Get to know the student's strong points and set up a cooperation between the Advising Council and the Deanship of Student Affairs in order to improve the student's behaviour, hone his character, and develop his abilities, talents and energies. All this is done with a view to raising the student's academic level, and shaping a good citizen capable of interacting with the community.

Academic Advisory Committee

At the beginning of the academic year, an Academic Advisory Committee shall be appointed in each School, to be headed by the Assistant to the Dean or his representative. The duties of this committee shall be as follows:

1. To publicize the culture of academic advising and raise awareness

of its importance.

2. To supervise and monitor the implementation of academic advising procedures and regulations.
3. To assign the students to the different academic advisors in the School and announce this in their schedules.
4. To introduce students to their advisors and make them aware of the importance of the mentoring process.
5. To urge students to visit their academic advisor during the stated office hours.

Responsibilities of the Academic Advisor (Faculty Member)

- To be the student's advisor during his career at the University, being ready to listen to his questions and concerns carefully and attentively.
- To provide students with accurate information on University policies and the demands of university life.
- To be available during stated office hours.
- To raise students' awareness of the University's resources and direct them to the appropriate service centers at the University.
- To explain the student's study plan and help him choose courses and make a comprehensive plan through to graduation.
- The academic advisor is the link between the student and the School administration to solve any problems that the student may encounter.
- When any problem occurs between the student and a faculty member or supporting body, the academic advisor will intervene to try to resolve the problem.

Cases requiring the intervention of the academic mentor

There are some cases that require the direct intervention of the academic advisor, including:

- A sudden drop in academic performance without obvious reasons.
- An unjustified request for deferral of study or withdrawal from the School.
- Complaints from faculty members about the student's persistent negative behavior.
- The student's ability to talk about or explain his or her problems is clearly impaired.
- There are clear manifestations of a deep state of confusion, frustration, indifference or despair.

The relationship between the academic advisor and the student

The academic advisor is a member of the School's teaching faculty and undertakes this function for the sake of the student's future. There are some obligations the university student must fulfil with regard to his academic advisor, in the knowledge that the academic advisor is working on behalf of the student, as if he were the student's father or older brother. These obligations include: