



*Academic Advising
Handbook*

Student Success Center



Advisors certified by



Tutors certified by



Counselor certified by

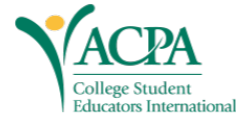


Table of Contents

<i>Student Success Center Services</i>	<i>8</i>
<i>GUST Terminology</i>	<i>14</i>
<i>Academic Advising Basics</i>	<i>16</i>
<i>Policies and Procedures</i>	<i>26</i>
<i>Major Sheet and General Education Checklist</i>	<i>32</i>
<i>Student Employment</i>	<i>36</i>

"Academic advising is a process of information exchange that empowers students to realize their maximum educational potential. The advising process is student-centered and will result in the student gaining a clearer understanding of himself/herself, and the experience of higher education."

David S. Crockett

Acknowledgment

Information contained in this handbook is based on concerns and requests most frequently expressed by GUST Students. The handbook should not be considered all-inclusive in its coverage. Students should consult class schedules, handbooks, departmental and college publications, and institutional emails for information on policies, regulation and procedures. Failure to read and be familiar with institutional regulations and policies does not exempt a student from responsibility.

This Academic Advising Handbook belongs to:

Welcome To SSC

Dear GUSTers,

The Student Success Center is a University-wide program which provides services and support to all undergraduate students. Its mission is to ensure the success of students attending the Gulf University for Science and Technology. Its services include Tutoring, Learning Assistance, Academic Advising, Personal Counseling, Tracking and Monitoring of student academic progress, Study Skills Seminars, Academic Workshops and other related academic enhancements. The SSC achieves its mission through the commitment and dedicated work of a team of Specialists, Counselors, Academic Advisors, Peer Advisors and Tutors. The Director of the Student Success Center, under the supervision of the dean of student affairs, with the entire SSC team and the GUST community work together to ensure that all students are offered the required services needed for a successful university experience at GUST.

Have a fantastic academic year!

Sincerely,



Director, Student Success Center



Student Success Center Services

Academic Advising

Individual and group Academic Advising is available through the SSC for undergraduate students who have completed less than or equal to 45 credits and their GPA is equal to and above 2.00 point. Advisors assist students with educational planning, course selection, and other related academic requirements.

Peer Academic Advising Program - GURU

Peer Academic Advisors – GUST GURUs are honor students who serve as peer advisors under the supervision of The Deputy Director of the SSC. GUST GURUs provide academic advisement and serve as mentors for freshmen students.

Services

Retention Services

The Retention Program is designed for students at academic risk and in need of individual personalized one-on-one academic guidance. The Lead Retention Specialist and Retention Coordinators work with students who are experiencing difficulty in their classes at GUST.

Early Warning Program

This program is designed to help faculty members identify students who are having academic difficulties. These students are referred to the Lead Retention Specialist and Retention Coordinators who will then work with the student to identify the reasons for the difficulties as well as communicate strategies for success. Issues are identified and the student receives an individual session to discuss any problems they may be experiencing in order to find solutions.

Midterm Warning Program

This Program is designed to identify and assist students who have issues that are negatively impacting their classroom performance up to the midterm exams period. Faculty members need to complete the Academic progress online Warning Form indicating the issues impacting the student's success and any recommendations. Student receives academic progress warning letter, guidance from the retention team at SSC and are directed to take advantage of the academic support services offered on GUST campus.

Learning Support Services

Peer Tutoring

Individual and Group Tutoring sessions are available at the Tutoring Center within SSC for all undergraduate students in variety of subjects, ranging from Mathematics to English to more core related subjects. Peer Tutors are honor undergraduate students who are trained to assist their peers in achieving academic success under the supervision and mentorship of the lead Learning Specialist.

The Tutoring Program within the learning support services area has been certified from the College Reading and Learning Association (CRLA) for Stage 2, Level 2 for the upcoming three years. This certification will allow Student Success Center professionals to create, improve, and expand tutors and mentors training at GUST.

Academic Skills Workshops

Academic skills are the skills that students need to succeed at university. Students generally need to be able to manage their time or learn how to take proper notes. Each semester, Learning Support Services Area provides all GUST students an opportunity to continually enhance their learning and study skills through a series of workshops. All workshops are conducted by the Lead Learning Specialist. Topics of the workshops include Classroom Etiquette, Time Management, Note-Taking Skills and Test-Taking Skills among others.

Personal Support

Counseling Services

Personal counseling services are offered to all undergraduate students by professional and certified counselors. Students encounter numerous obstacles during their university lives, such difficulties could be related to academics, domestic concerns and other social factors. The role of the counselor is to provide mentorship and guidance to students in need of social personal counseling.

Healthy Living Workshops

Healthy Living Workshops are organized focusing on mind and body connection, on various issues indirectly affecting the academic progress of a student. The main objective of the workshops is to create awareness and educate the students about various psycho- social problems and effective life – skills to deal with their daily life problems. Topics of the workshops includes Manage your stress before Burnout occurs, Am I socially Misfit, Transition from High school – College, Roadblocks to Confidence, Examination Anxiety, When Life gets tough, Sleeplessness ...etc.

Disability Services

The Disability Services program is conducted by Disability Services Coordinators and monitored by the Student Success Center Director. This program offers students with learning or physical disabilities accommodations that are designed to enhance their chances of success. Accommodations are provided based upon the availability of resources, and submission of documentations that are not more than five year old. The Disability Services Coordinators work with the student, faculty, and other departments on campus to help provide the best available accommodations for students. Accommodations for students with disabilities include but are not limited to note taking services, tape recording lectures and extra time for exams.

Meet the Team



Basema Da'na
Director of the Student Success Center
dana.b@gust.edu.kw
25307162



Maram Abdelqader
Deputy Director of the Student Success Center
abdelqader.m@gust.edu.kw
25307272



Perihan Al Tanani
Academic Advisor
abdelaziz.p@gust.edu.kw
25307277



Doua El-Taki
Lead Retention Specialist
eltaki.d@gust.edu.kw
25307271



Anwar Al-Haji
Retention Coordinator
haji.a@gust.edu.kw
25307274



Fatemah Al-Fadhli
Disability Services Coordinator
alfadhli.f@gust.edu.kw
25307273



Siddiqa Hussain
Counselor and Clinical Psychologist
hussain.s@gust.edu.kw
25307016



Doa'a El-Dorry
Lead Learning Specialist
eldorry.d@gust.edu.kw
25307276



Sara Arikat
Disability Services Coordinator
arikat.s@gust.edu.kw
25307266



Arax Hergelian
Disability Services Coordinator
hergelian.a@gust.edu.kw
25307263

GUST Terminology

Academic Terms/Semesters: GUST academic year includes two 15 weeks semester (fall and spring) and two six-weeks summer sessions. Enrollment in summer session courses is optional.

Advisement Sheet: The advising paper that your academic advisor records on the final course options to enroll in.

Advising session: When you sit with your academic advisor and discuss your best options for the next semester that match your interests and respect your limitations.

CGPA: Cumulative Grade Point Average.

Class Periods: GUST operates on a five day week from Sunday through Thursday. Classes are scheduled between 8:00 A.M. and 8:00 P.M.

Co-requisite: A course that can be taken at the same time with upper level course.

Course Prerequisites: Many courses above the introductory level require a minimum background of knowledge, as indicated by pre-requisite courses. Equivalent courses satisfactorily completed at other institutions may also meet prerequisite requirements by transfer credit.

Credit hours: Hours that you have earned after successfully completing your course.

FPU: Foundation Program Unit.

Free electives: Any course that is offered by GUST can be counted as a free elective.

Hold on SIS: A hold is placed on your SIS account and will prevent you from enrolling in the classes due to: Un-Paid Financial Issues, Admission Issues, probation issues or Surveys Not Been Done.

MPA: Major Point Average.

SIS: Student Information System.

SSC: Student Success Center, N3-101.

NOTE: Taken from GUST Bulletin 2014-2016



Academic Advising Basics



Advisement Expectations

The goal of the Advising Program is to ensure your progress toward your academic goals and completion of degree requirements. In other words, the goal of advising is your academic success. Your advisor is committed to that goal. However, you are responsible for your education. You must decide what your academic and career goals are, and learn the requirements that must be met to achieve them. Get to know your advisor and contact him/her whenever you have questions or concerns.

Students and advisors together contribute to successful advising. You must take the initiative in contacting your college advisor and assuming the responsibility for your schedule of classes. As in any advising relationship, what you discuss with your advisor is confidential information and is treated as such.

Academic Advising Criteria

The SSC Academic Advising Area is responsible for advising all students who have 0 to 45 credits and a GPA of 2.00 points and above. The academic advisor will help you choose classes that match your skill level and interests, and at the same time, put you on the right track for graduation. If you have a CGPA equal to and above 2.00 points and your credits are more than 45, you will be assigned to a faculty advisor from your college. If your CGPA is below 2.00 points regardless of your credits number, the Retention Advisors in the Retention Area will help you.

Below table shows the maximum and minimum credits to enroll in for each semester:

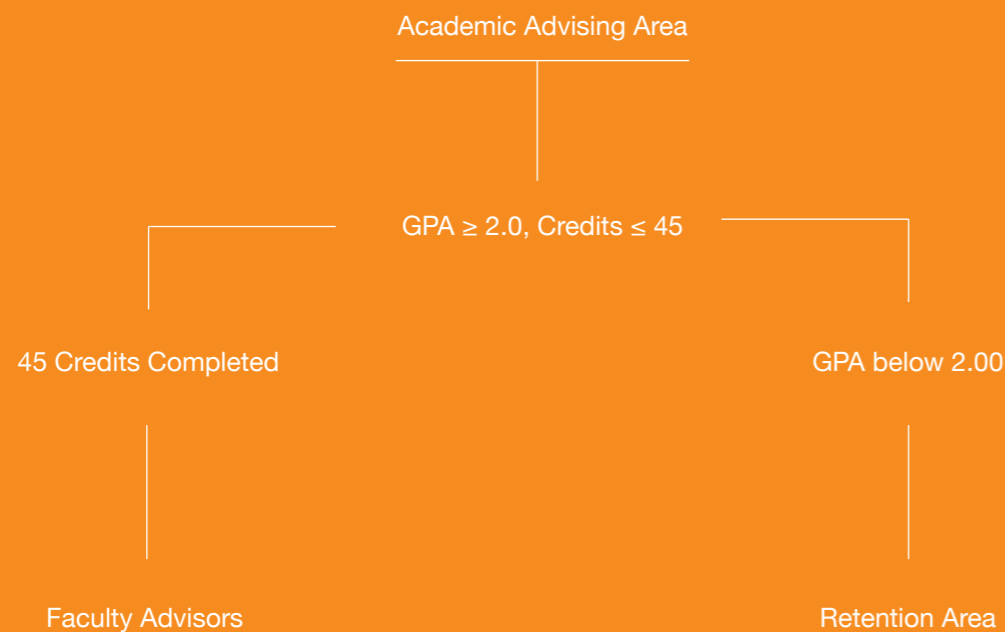
<i>Your Status</i>	<i>Credits Hours</i>
On probation	Maximum of 12 credits
Regular active student	Maximum of 18 credits & minimum of 12 credits
Honor or graduate	Maximum of 21 credits & minimum of 12 credits
PUC student	Minimum of 12 credits



You can meet with your advisor any time you feel you have questions about your academic situation. In addition, you should see your academic advisor especially on the registration periods before the classes start. The dates and times for these advising periods will be announced to you by e-mail, text messages and SSC website:

ssc.gust.edu.kw

Model of Academic Advising



Four Years Plan

In Your First Year, you are recommended to take General Education courses, pre-requisites, and introductory courses that are essential to your major.

In Your Second Year, continue to take General Education and pre-requisite courses and some of your college core courses as long you have met their pre-requisite.

In Your Third Year, you should be taking mostly major courses and the pre-requisite courses of your upper division courses (300-400 levels).

In Your Fourth Year, make sure that you are completing all your major courses.

Always make sure to complete the pre-requisite for the courses you are trying to register so you can enroll and graduate on time.



Characteristics of a Great Advisee

Become knowledgeable about all resources and services available on campus, such as the MyGust Portal, Student Success Center, Financial Aid, and extracurricular activities.

Highlight and mark the important dates of Early, Open and Late Registration, Add and drop periods and the financial penalty dates.

Make sure to use the relevant General Education Sheet to your admit term. Choose Elective Courses that help in utilizing your skills.

Try to finish your General Education and Pre-Requisite courses within the first two years of your academic career.

Be aware that final responsibility for selecting courses and meeting degree requirements belongs to the advisee. The advisor can suggest, recommend, and remind the student of rules and requirements, but the advisee has the primary responsibility for meeting program and degree requirements.

Think about your entire academic plan and graduation date, not just registration for the current semester. Keep in mind the time frame that will be spent working towards a degree; thus, put an overall plan in place to fulfill the degree requirements as he/she proceeds through the curriculum.



Tips for College Success!

Get to know your advisor - a valuable source of information. He/she will be able to help you with more than your course schedule.

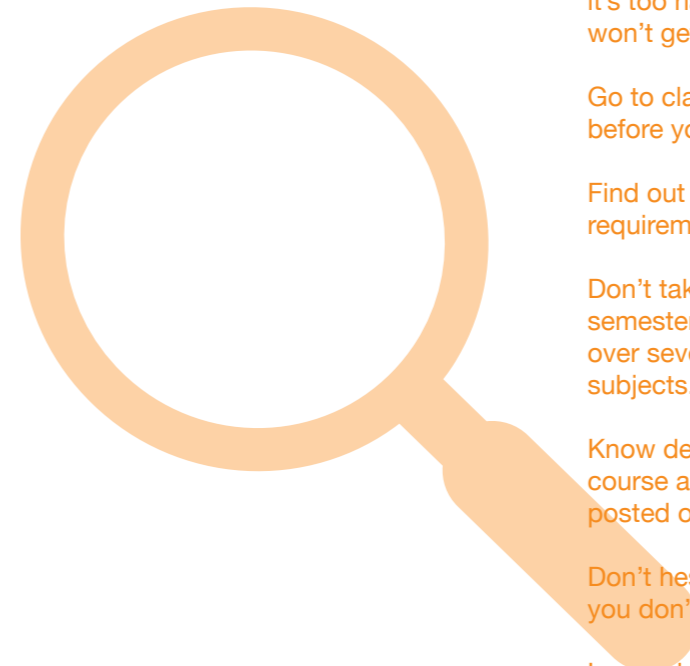
Attend a study skill class workshop during the semester, especially if you are returning to school after a lengthy absence.

Spread your schedule on the five weekdays.

Take notes in class and review notes before the next class meeting. Review and rewrite notes immediately after each class.

Schedule your time. Plan for study time, study breaks, and free time.

Balance your courses selection; try to take General Education course every semester.



Don't get behind in studying or in completing assignments; it's too hard to catch up. Keep up! Last minute cramming won't get you through.

Go to class! If you must miss class, notify your instructor before your absence, whenever possible.

Find out the prerequisites for your classes and the requirements for your academic major.

Don't take more than 1 Math or Science course at the same semester (unless you are CS student). Try to spread them over several semesters especially if you do not like these subjects.

Know deadlines, such as the last day to drop or add a course and financial aid deadlines. Academic calendars are posted on course schedule booklets and on the web.

Don't hesitate to ask questions. If there is something that you don't know or you are unsure of - ask!

Learn about and use student support services that are available to you.

Pay attention to the instructor.



Academic Policies and Procedures

Degree Requirements

Academic regulations specifying the course requirements for each degree program are different. It is essential that students, in conjunction with an advisor, become familiar with these requirements and monitor their academic progress as courses are completed to ensure all academic requirements are met. The student is fully responsible for compliance with all academic requirements.

Maximum Time for Completion of a Degree

From the first semester of enrollment after matriculation (exit from the Foundation Program) a student has a maximum of seven years to complete all requirements for a Bachelor's degree at GUST.

Course Credit Value

GUST operates with a university credit unit consisting of one semester hour which represents a subject pursued for one, two or three periods weekly for one semester.

Minimum Graduation Requirements

All degrees at GUST have a minimum graduation requirement of 120 credits and in order to graduate both the student's cumulative and major grade point averages must be 2.00 or greater.

Student Designation and Registration

The regular and recommended load of a full-time student at GUST is defined as 15 credits. All full-time students are required to register for a minimum of 12 credits and a maximum of 21 credits. Academic loads above 18 credits require the student to have a CGPA above 3.00; such a load is considered to be very heavy is not recommended even for the best students.



Grading Policy

Credit courses at GUST are graded using the following scale. Non-credit courses are graded on a Pass (P) / Not Pass (NP) basis.

Note: The grading scale is effective since FALL 1501, C- Grade is the passing grade for any subject in sequence regardless of the subject being a major or general class.

*the credits designated for a course with a S grade must be replaced by another course in the same area of the major sheet from or outside GUST.

<i>Letter Grade</i>	<i>Mark %</i>	<i>Grade Value</i>
A	95-100	4.00
A-	90-94	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	65-69	1.33
D	60-68	1.00
F	Below 60	0.00
I	Incomplete	DL (Delayed)
P/NP	Pass/Not Pass	
S	Satisfactory*	
FA	Failure due to Absences	
W	Withdrawal from the course	
WA	Withdrawal due to Absences	
SW	Semester Withdrawal	
UW	University Withdrawal	

Attendance Policy

The University PeopleSoft system assists instructors and the administration to enforce the attendance policy. You should be aware of the attendance policy approved by the university.

Automated warnings are generated by the PeopleSoft Student Information System (PSIS) and the alert is e-mailed to your GUST e-mail with a copy to the instructor. The Student receives a text message detailing absences and warnings. It is your responsibility to check your GUST e-mail for absence warnings and all other important announcements.

<i>Meeting per Week</i>	<i>1st Warning</i>	<i>2nd Warning</i>	<i>3rd Warning</i>	<i>Automatic Drop</i>
3 times period (50 mintues)	3 Classes Period	6 Classes Period	9 Classes Period	12 Classes Period
2 times period (75 mintues)	2 Classes Period	4 Classes Period	6 Classes Period	8 Classes Period
1 time period (150 mintues)	1 Classes Period	2 Classes Period	3 Classes Period	4 Classes Period
5 times period (50 mintues)	5 Classes Period	10 Classes Period	15 Classes Period	20 Classes Period
20-25 times period (50 mintues) ENGL 097/098	10 Classes Period	20 Classes Period	30 Classes Period	40 Classes Period

Note: Since classes at GUST are given in different formats the set of conditions necessary for being dropped for excessive absence is given for each case above.



Major Sheet and General Education Checklists

Major Sheet

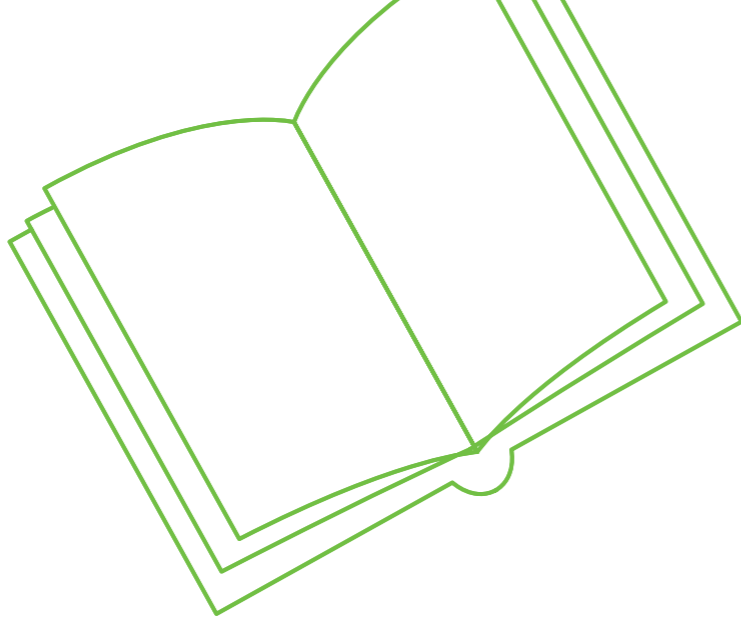
GUST major sheet represents for you a guideline of the courses that you have to complete in order to graduate on time. The major sheet represents the courses in order of its difficulty. Each major in GUST has its own unique major sheet. Please make sure to use the one that match your major and you can print it form your student system SIS.

General Education Checklist

The general education checklist offers you list of the courses you can choose from to satisfy your general education requirements. The general education courses mainly help you to improve the skills you need to be able to complete the upper division courses.

Versions of General Education Checklists

Currently GUST has three General Education Checklists: One for the students admitted before Fall 2009, another for the students admitted in and after Fall 2009, and the third one is for the students admitted in and after Fall 2014.



How to Access Your Checklist

1. go to gust.edu.kw
2. Go to Academics (Double click)
3. Click on General Education Requirements
4. Choose the general education checklist that match your admit term to GUST.

Attention!

Under each category, the courses that you are allowed to choose from to satisfy the General Education Requirements are listed.

Please choose the subjects that match your interests and goals.

Please refer to your major sheet to know how many courses you should take to satisfy the General Education Requirement of your major.

Students Employment



Peer Academic Advisor: GURU Program

The Peer Advising Program is coordinated by the Student Success Center at the Gulf University for Science and Technology. Participants in the program are President's And Dean's Honor list students who serve as peer advisors and hold the title of GUST Peer Academic Advisor – (GURUs).

The purpose of this program is to help establish a mutual connection between upper classmen and newly admitted students. Peer advisors offer support and advice in the areas of educational planning, course selection, and the utilization of academic resources. GURUs offer their services to freshman students and are guided by the Deputy Director of the SSC.

Position Requirement

1. Cumulative GPA of 3.50 or above.
2. Presidents or Dean's list status.
3. Sophomore or junior level: credits completed between 45 and 90 credits only.
4. Commitment to being a peer academic advisor of 1 year minimum.
5. Strong communication skills.
6. Flexible scheduling hours.

Tutoring Program

Peer tutors provide individual and small group tutoring sessions in subjects that tutor has attained a grade of 3.25 or better. The Peer Tutor facilitates learning as a guide and coach to assist the student to become a successful, independent learner.

The purpose of tutoring is to increase and enhance mastery of concepts or applications of a specific course of study. Peer tutors integrate effective study and learning strategies to maximize the tutee's potential for academic progress. Peer Tutors are also expected to refer students to other appropriate university resources as needed.

Position Requirement

1. Cumulative GPA of 3.00 and above.
2. Minimum of 60 units.
3. Recommended by faculty member.
4. Student will Tutor a subject that he/she has passed with grade B+ or higher.
5. Be able to work a minimum of 5 hours per week. Complete the required minimum ten-hour tutor training.
6. Have Good Discipline Standings.
7. Ability to quickly establish rapport and communicate well with students.

Student Workers Program

The Student Worker is a person who is pursuing his studies but who also is utilizing his or her spare time by working in a particular department at GUST. These jobs keep in mind the academic schedule of the student and are more flexible than full time jobs. The students academics is the main priority overall. The experience as a student worker may also be mentioned by the student in his or her resume and helps him earn some money too.

Position Requirement

1. GPA 2.50 and above.
2. Minimum of 30 credits.
3. Strong communication skills.
4. Dynamic personality.
5. Be able to work a minimum of 5 hours per week.
6. Have good discipline standings.

Note Takers Program

Disability Services Area provides Note-Taking services that are authorized for students whose disability affects independent note-taking in the classroom. Peer Note-takers are provided and secured through Disability Services Area. Peer note-takers are students who are paid to attend a course for which they may or may not be registered, and take legible, accurate and comprehensive notes. The note-taker provides the recipient with a copy of the class notes.

Position Requirement

1. GPA of 2.50 and above.
2. Completing 30 credit hours and above.
3. Strong communication skills.
4. Dynamic personality.

Note-takers are required to attend all the note taking skills lecture organized by the Tutoring Center.



@ssc_gustofficial

If you have any question; please visit us in the Student Success Center N3-101. We will do our best to answer your question or to refer you to the department that has the answer.

ssc.gust.edu.kw