

## **Academic Advising and Counseling**

The provision of academic advising and counseling within the BHI program is integral to our departmental mission, focusing on the holistic development of students by emphasizing intellectual, ethical, spiritual, and personal growth. This approach aims to equip graduates with the necessary skills and values for responsible engagement in learning, service, and leadership within an ever-changing global landscape. Consequently, the advising process significantly impacts advisees' educational and personal growth as they cultivate intellectual habits, interests, and values conducive to productive engagement with the broader world.

### **Objectives of Academic Advising and Counseling**

In furthering student development, the Health Informatics Department, through an effective advising system, endeavors to:

- Cultivate an open environment fostering self-exploration, self-awareness, and self-evaluation, thereby prompting the development of a strong sense of personal identity.
- Encourage students to gather and evaluate information and make well-considered decisions based on their personal values, goals, and available alternatives.
- Aid students in exploring potential short- and long-term consequences of their decisions while facilitating their acknowledgment and acceptance of personal responsibility for these choices.
- Facilitate students' understanding of the meaning and value embedded within the Intellectual Inquiry curriculum.
- Embrace the reality of potential successes and failures, thereby fostering student confidence and maturity.
- Support students in exploring career paths and academic majors based on their unique interests, values, skills, and abilities.

### **Academic Advisor Responsibilities:**

1. Conduct meetings with new advisees during orientation and at designated intervals throughout the academic year.
2. Possess a comprehensive understanding of the curriculum, institutional requirements, course sequences, and specifications for majors, minors, or concentrations.
3. Familiarize advisees with the general and departmental educational requisites, college regulations, services, and opportunities.
4. Introduce advisees to the college's academic integrity system.
5. Aid advisees in comprehending their prior educational accomplishments and their relevance to current educational objectives.
6. Advocate for advisee involvement in campus events and activities.
7. Support advisees who are not attaining according to their capabilities by assisting in devising corrective measures, such as peer tutoring.
8. Make necessary referrals of advisees to other individuals and services.
9. Maintain awareness of advisees' progress in their diverse academic pursuits through regular contact and accurate recordkeeping.
10. Assist students in aligning their academic and personal achievements with post-graduation plans.

### **Advisee Responsibilities:**

1. Schedule appointments with academic advisors during designated periods and arrive prepared for advising sessions with a proposed course plan, and the ability to discuss their interests and goals with their academic advisor.
2. Acquire familiarity with curriculum requirements, graduation criteria, and major prerequisites.
3. Punctuality for appointments with their advisors.
4. Consult with their advisors in the formulation and modification of their course schedules (e.g., during the add/drop period).
5. Seek counsel from their advisors when encountering academic challenges.
6. Solicit guidance from their advisors before making changes to majors, or adding minors and concentrations.
7. Request input from their advisors concerning campus resources that will facilitate the achievement of their intellectual, ethical, personal, spiritual, and civic objectives.

### **Types of Academic Advising and Counseling**

There are three distinct types of academic advising:

- A. Voluntary: This type of advising entails students taking the proactive step of seeking guidance from their academic advisors when clarification on academic matters is needed. The onus is on the students to initiate discussions pertaining to their concerns with the advisor.
- B. Obligatory: Scheduled tentatively during weeks 4 and 9, all students receive notifications from their academic advisors to arrange meetings to address their educational concerns. Attendance at these meetings is mandatory.
- C. Forced: Students exhibiting poor academic performance and/or attendance are mandated to meet with their academic advisors to acquire assistance on overcoming these challenges.

### **Process and procedures of Academic advising and Counseling**

1. The process and procedures of academic advising and counseling include:
  - a. Enrolling new students.
  - b. Assigning a maximum of 10 students to each academic advisor.
  - c. Encouraging students to familiarize themselves with the BHI student handbook and KSAU-HS student handbook.
  - d. Notifying students of their academic advisor.
  - e. Urging students to schedule a meeting with their academic advisor.
2. All advising and counseling sessions should be formally booked, include at least two face-to-face sessions, and be documented and stored in the CPHHI.
3. The satisfaction of students with academic advising and counseling should be monitored by the HI department. Additionally, the CPHHI Quality unit should annually evaluate the effectiveness of academic advising and counseling for the BHI program.