

## Main Responsibilities of Advisors

Knowing rules, regulations and academic curriculum to make the advising process more efficient.

Preparing an advising file for every advisee. It should include: student's record, progress, completed courses and advising form

Helping students to define realistic career plans through schedule planning based on the approved curriculum , time table and student's record

Meeting the advisee during the orientation. The advisor should organize special meeting with students during the semester weekly.

Informing students to university academic regulation, attitudinal, attendance, or other personal problems require intervention by other professionals

Try to underscore personal interest in the student as an individual.

Providing the advisees with accurate and consistent information

Consulting regularly with faculty colleagues in order to have up-to-date information

To be available for advisees during the semester and to give them your work contact information.

Writing a biannual report to the HOD about the advising process in the semester: It should include: list of advisees, grade reports, transcript, advising process completed, etc.