



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
عمادة القبول والتسجيل  
Deanship of Admissions and Registration

# Academic Supervision Services Guide

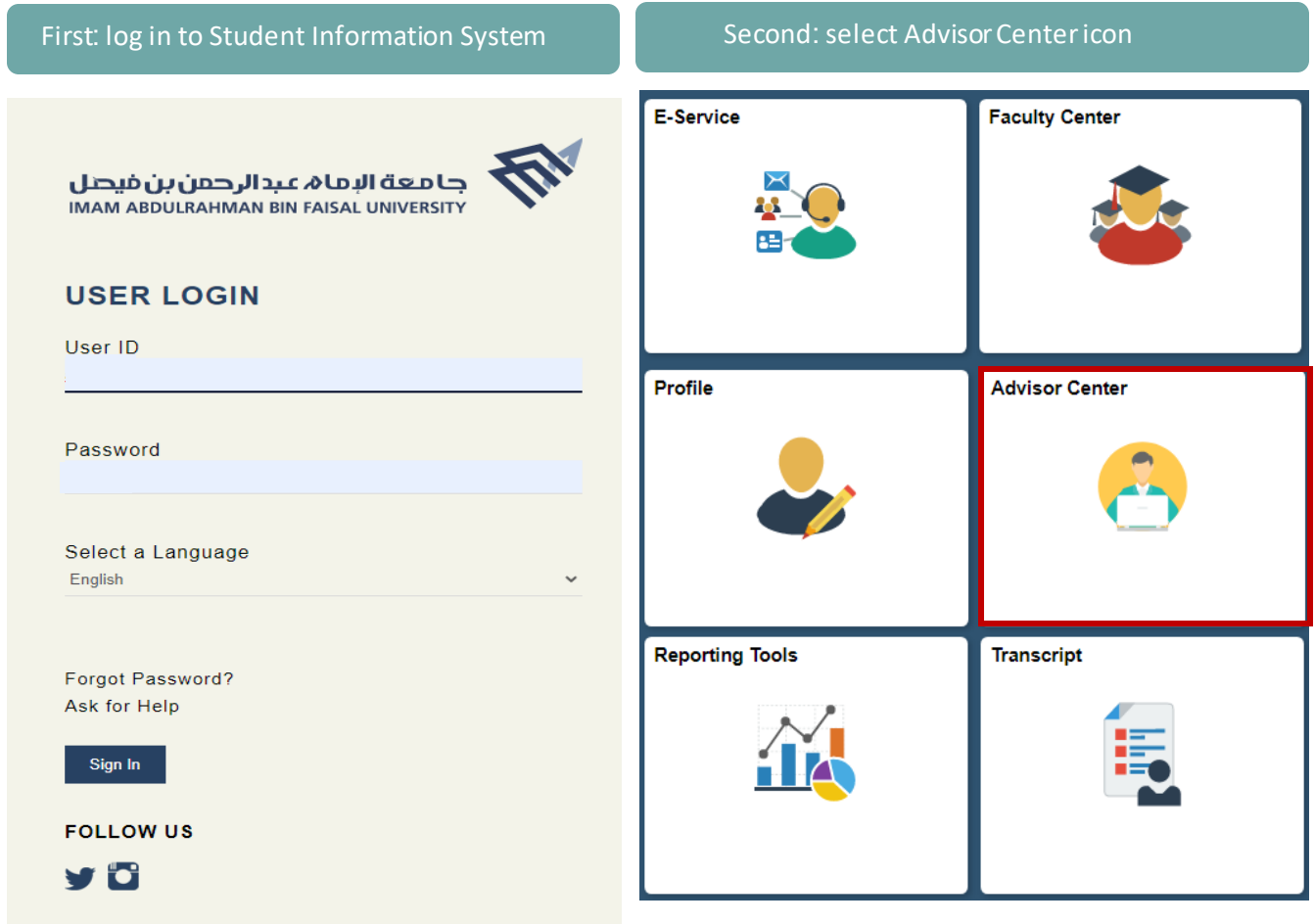
## Faculty Member and Academic Supervisor

## View Faculty Member's Account:

The idea of the academic supervision system is based on extracting lists of students who are at risk of academic failure and directing them to the academic supervisor to provide them with the necessary support and follow-up in order to improve their academic performance and help them overcome any difficulties they may face. The following are steps to access the service:

First: log in to Student Information System

Second: select Advisor Center icon



The image shows a two-step process for accessing a faculty member's account. Step 1 is logging into the Student Information System. The login page features the logo of Imam Abdulrahman Bin Faisal University and a 'USER LOGIN' section with fields for 'User ID' and 'Password', a language selection dropdown (currently set to 'English'), and a 'Sign In' button. Step 2 is selecting the 'Advisor Center' icon from a dashboard grid. The grid contains six icons: 'E-Service' (customer support), 'Faculty Center' (graduation), 'Profile' (person with pencil), 'Advisor Center' (person with laptop, highlighted with a red border), 'Reporting Tools' (charts), and 'Transcript' (document).

### Third: view System icons



- Supervisor Center
  - My Advisees
    - Advisee Student Center
    - Advisee General Info
    - Advisee Transfer Credit
    - Advisee Academics
    - My supervising Notes
  - Supervision info
    - Supervisor details
    - Advising Notes Student Summary

The Supervisor Center icon allows academic supervisors to view the details of their advisees (student name - contact number - e-mail - rojam - level - class schedule - registered and earned hours - GPA) and the student's general information (student name - contact number - e-mail)

Summary of supervision requests from System users (viewing, following up and forwarding requests)

To enter supervision hours for students to view

User-related supervision requests (view and respond) - (create a note)

# Supervisor Center



## List of Advisees can be viewed by following the steps below:

**Supervisor Center**

- My Advisees** 1
- Advisee Student Center
- Advisee General Info
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes

**Supervision info**

- Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

**My Advisees** | Student Center | General Info | Transfer Credit | Academics

My Advisees

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>			View Student Details	
2	<input type="checkbox"/>			View Student Details	
3	<input type="checkbox"/>			View Student Details	
4	<input type="checkbox"/>			View Student Details	
5	<input type="checkbox"/>			View Student Details	
6	<input type="checkbox"/>			View Student Details	
7	<input type="checkbox"/>			View Student Details	
8	<input type="checkbox"/>			View Student Details	
9	<input type="checkbox"/>			View Student Details	
10	<input type="checkbox"/>			View Student Details	
11	<input type="checkbox"/>			View Student Details	
12	<input type="checkbox"/>			View Student Details	
13	<input type="checkbox"/>			View Student Details	
14	<input type="checkbox"/>			View Student Details	
15	<input type="checkbox"/>			View Student Details	
16	<input type="checkbox"/>			View Student Details	
17	<input type="checkbox"/>			View Student Details	
18	<input type="checkbox"/>			View Student Details	
19	<input type="checkbox"/>			View Student Details	
20	<input type="checkbox"/>			View Student Details	
21	<input type="checkbox"/>			View Student Details	
22	<input type="checkbox"/>			View Student Details	
23	<input type="checkbox"/>			View Student Details	

Here appears the list of students assigned to the academic supervisor

Here appear students' university IDs (the red color indicates that there is a supervision request for the student)

Access to student's Advising Notes

Select a group of students and send a notification of the request as e-mail

Send notification to all students

To go to my Advising Notes

To view the student's general and academic information

# Advisees' study schedules can be viewed, by following the steps below

**Supervisor Center**

My Advisees

**Advisee Student Center** 1

Advisee General Info

Advisee Transfer Credit

Advisee Academics

My supervising Notes

Supervision info

Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

\*Change Advisee [Dropdown] Change

**Academics**

My Class Schedule  
Enrollment Cart  
My Planner

other academic... [Dropdown]

**This Week's Schedule**

Class	Schedule
GEOG 308-M02 LEC (11080)	Th 8:00AM - 10:30AM أدب-جغوث(نور) 1 فاعه1
GEOG 310-M01 LEC (11090)	Su 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه16
GEOG 312-M01 LEC (11082)	Tu 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه15
GEOG 313-M02 LEC (11086)	Mo 8:00AM - 10:30AM نعام-جعفر(نور) 1 فاعه16
GEOG 384-M01 LEC (11088)	Mo 11:30AM - 2:00PM نعام-جعفر(نور) 1 فاعه18
SOCS 353-M17 LEC (10723)	We 3:30PM - 6:00PM Room TBA

**Milestones**  
No Milestones

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
Program Advisor  
Details ▶

**Advisee's weekly schedule**

Week of 10/4/2023 - 16/4/2023

Show Week of 12/04/2023 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday 10 Apr	Tuesday 11 Apr	Wednesday 12 Apr	Thursday 13 Apr	Friday 14 Apr	Saturday 15 Apr	Sunday 16 Apr
8:00AM	GEOG 313 - M02 Lecture 8:00AM - 10:30AM	GEOG 312 - M01 Lecture 8:00AM - 10:30AM		GEOG 308 - M02 Lecture 8:00AM - 10:30AM			
9:00AM							
10:00AM	DMM-GEOG 61 1-16	DMM-GEOG 61 1-15					
11:00AM	GEOG 384 - M01 Lecture 11:30AM - 2:00PM						
12:00PM							
1:00PM	DMM-GEOG 61 1-18						
2:00PM							
3:00PM			SOCS 353 - M17 Lecture 3:30PM - 6:00PM Location: TBA				
4:00PM							
5:00PM							
6:00PM							

**Personal Information**

Demographic Data  
Emergency Contact

**Contact Information**

Permanent Address Withheld Billing Address Withheld

Primary Phone Home E-mail None

Return To Search Notify

Select student name from the list, then click Change to move to advisee's class schedule or view courses registered in the current semester

To view advisee's weekly schedule

## Advisee's general information can be viewed by following the steps below

**Supervisor Center**

- My Advisees
- Advisee Student Center
- Advisee General Info** 1
- Advisee Transfer Credit
- Advisee Academics
- My supervising Notes

**Supervision info**

Advising Notes Student Summary

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Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics

Advisee General Info

\*Change Advisee:

Service Indicators  
Student Groups  
National ID  
Addresses  
Email Addresses

Initiated Checklists  
Personal Data  
Names  
Phones

**Service Indicators**

No service indicators found.

**Initiated Checklists**

No initiated checklists found.

**Student Groups**

No student groups found.

**Personal Data**

Campus ID  
Date of Birth  
Gender Female  
Marital Status Unknown

**National ID** National ID

Country	National ID Type	National ID	Primary NID
SAU	Civil Registry Number		<input checked="" type="checkbox"/>

Select a name from the list to view advisee's general information

**Names** name

Name Type	Display Name	Status
Other		Active as of 2020-08-26
Primary		Active as of 2020-07-13

**Addresses**

No addresses found.

**Phones** Phone number

Phone Type	Phone Number	Extension	Preferred
Mobile			<input checked="" type="checkbox"/>

**Email Addresses** E-mail

Email Type	Email Address	Preferred
Campus		<input type="checkbox"/>
		<input checked="" type="checkbox"/>

## Advisee's general information can be viewed by following the steps below

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- Advisee Academics** 1
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Supervision info

Advising Notes Student Summary

Faculty Center | **Supervision Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Academics

\*Change Advisee [Dropdown] **Change**

Institution / Career / Program

- UODMM - Imam Abdulrahman Bin Faisal Un
- UGRD - Undergraduate
- GEO8D - Geography

You have no access to this information.

Term Summary

- UODMM - Imam Abdulrahman Bin Faisal Un
- UGRD - Undergraduate
- 2223 - Acad Year 2022-2023 Term 3
- 2222 - Acad Year 2022-2023 Term 2
- 2221 - Acad Year 2022-2023 Term 1
- 2215 - Acad year 2021-2022 Summer
- 2212 - Acad Year 2021-2022 Term 2
- 2211 - Acad Year 2021-2022 Term 1
- 2205 - Acad year 2020-2021 Summer
- 2202 - Acad Year 2020-2021 Term 2
- 2201 - Acad Year 2020-2021 Term 1

Term Setup

You have no access to this information.

2022-2021 الفصل الدراسي الأول

مؤهل للتسجيل

البرنامج الأساسي STA6D

حالة الوضع الأكاديمي: البيئات غير متاحة

مستوى إجمالي ساعات

مستوى أكاديمي - متوقع MJ LVL 7

المستوى الأكاديمي-بداية الفصل MJ LVL 7

المستوى الأكاديمي-نهاية الفصل MJ LVL 7

إجمالي ساعات دراسية معتد دوام كامل

إجمالي الساعات مسجل ل دوام كامل

Change the Term

TERM

Program

Level

Go to top

Return to Search | Notify



Advisee's general information can be viewed by following the steps below

**Supervisor Center** ^

- My Advisees
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✓ مسجل
⊗ مُسقط
⚠ مدرج بالقائمة

الحالة	التقدير	التقدير	وحدات	الوصف	الفصل
✓	+A	مقرر داخل في المعدل	2.00	الأخلاق و القيم الإسلامية (محاضرة)	ISLM 282-09 (13731)
✓	D	مقرر داخل في المعدل	4.00	فواصل وتكامل III (محاضرة)	MATH 301-01 (10805)
✓	D	مقرر داخل في المعدل	4.00	معادلات تفاضلية عادية (محاضرة)	MATH 302-01 (10811)
✓	+B	مقرر داخل في المعدل	4.00	جبر خطي (محاضرة)	MATH 303-01 (10812)
✓		مكون بدون درجات		احصاء تطبيقي (معمل)	STAT 211-L01 (10853)
✓	+C	مقرر داخل في المعدل	3.00	احصاء تطبيقي (محاضرة)	STAT 211-01 (10850)

A table showing the courses registered in the current term and the grade of each course

من التسجيل	
وحدات تناسب GPA:	
مختارة	17.000
مجازة	17.000
فيد التقدم	
وحدات لا تناسب GPA:	
مختارة	
مجازة	
فيد التقدم	7.000
حساب GPA	
إجمالي نقاط التقدير	282.500
وحدات مختارة تناسب GPA	54.500
GPA =	80.000 / 17.000
GPA =	

A table showing the term and cumulative GPA



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