

Deanship of Student Affairs (https://sa-ksu-edu-sa.translate.goog/ar?  
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University Counseling and Guidance Center (https://sa-ksu-edu-sa.translate.goog/ar/ccg?\_x\_tr\_sl=ar&x\_tr\_tl=en&x\_tr\_hl=en&x\_tr\_pto=wapp)  
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Guidance And Guidance (Https://Sa-Ksu-Edu-Sa.Translate.Goog/Sites/Sa.Ksu  
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Procedural Steps For College Guidance

Procedural Steps For The Programs Of The College's Student Counseling Unit

## First: Preparing Newcomers

Support and assistance	Suggested programs	Implementation steps
<ul style="list-style-type: none"> <li>Student Activities •</li> <li>Agency, Deanship of Student Affairs •</li> <li>University theater •</li> <li>management •</li> <li>University presses •</li> <li>Deanship of Admission and Registration Affairs •</li> <li><b>Student guidance and counseling center at the university •</b></li> </ul>	<ul style="list-style-type: none"> <li>An introductory meeting with •</li> <li>.college employees •</li> <li>A speech by the dean, presenting) •</li> <li>the services at the college, •</li> <li>presenting the services of the university's Student Guidance and Counseling Center, hosting •</li> <li>.(.specialists, etc •</li> <li>Distribution of introductory •</li> <li>.publications •</li> <li>An introductory tour for students •</li> <li>.of the college facilities •</li> <li>Welcome messages through all •</li> <li>.media •</li> </ul>	<ul style="list-style-type: none"> <li>Inventory of new •</li> <li>.students •</li> <li>Connecting •</li> <li>students with •</li> <li>academic advisors •</li> <li>(50-80 students per •</li> <li>.advisor) •</li> <li>Preparing all rules •</li> <li>and regulations •</li> <li>related to students •</li> <li>.at the university •</li> <li>Update student •</li> <li>.data •</li> <li>Providing all •</li> <li>necessary forms to •</li> <li>.deal with cases •</li> <li>Informing the •</li> <li>student of the •</li> <li>.academic advisor •</li> <li>Urge the student to •</li> <li>visit the academic •</li> <li>.advisor •</li> </ul>

## Second: The Program For Caring For Defaulters

Support and assistance	Suggested programs	Implementation steps
<ul style="list-style-type: none"> <li>Student Skills •</li> <li>Development Center,</li> <li>Deanship of Student Affairs</li> <li>Deanship of Skills •</li> <li>Development</li> <li>University presses •</li> <li><b>Student guidance •</b></li> <li><b>and counseling</b></li> <li><b>center at the</b></li> <li><b>university</b></li> </ul>	<ul style="list-style-type: none"> <li>Developmental •</li> <li>courses (study skills,</li> <li>.test anxiety, etc.)</li> <li>Academic •</li> <li>.enrichment courses</li> <li>Guidance messages •</li> <li>by all available</li> <li>.means</li> <li>Guidance •</li> <li>.publications</li> <li>.Group guidance •</li> </ul>	<ul style="list-style-type: none"> <li>Assigning a responsible person •</li> <li>for the program to care for</li> <li>.struggling students</li> <li>Determine the criteria for failure •</li> <li>(low rate, repeated absence,</li> <li>duration of study, repeated</li> <li>deletion, student behavior in the</li> <li>.classroom, etc.)</li> <li>.Identify struggling students •</li> <li>Invite students to meet them •</li> <li>.individually</li> <li>Diagnosing the condition of a •</li> <li>.struggling student</li> <li>Sorting out default cases •</li> <li>(academic, psychological, social,</li> <li>.economic, etc.)</li> <li>Addressing each student's •</li> <li>.academic problems</li> <li>Referring other cases of default •</li> <li>to the university's Student</li> <li>Guidance and Counseling Center</li> <li>(academic, psychological, social,</li> <li>.economic, etc.)</li> <li>Follow up on the case after it is •</li> <li>.transferred to the center</li> <li>.Close the case after it ends •</li> <li>Submitting a final final report on •</li> <li>the results of the college's</li> <li>.academic failure</li> </ul>

### Third: Programs To Care For The Distinguished

Support and assistance	Suggested programs	Implementation steps
<ul style="list-style-type: none"> <li>Deanship of Skills Development</li> <li>Skills Development Center</li> <li>Deanship Administration at the Deanship of Student Affairs</li> <li><b>Student guidance and counseling center at the university</b></li> </ul>	<ul style="list-style-type: none"> <li>.Advanced courses</li> <li>Student visits to: (officials, government sectors, civil sectors)</li> <li>.Scientific trips</li> <li>.Scientific meetings</li> </ul>	<ul style="list-style-type: none"> <li>Identifying academically excellent students in college</li> <li>Preparing a rehabilitation and enrichment program for outstanding students</li> <li>Preparing lists of bodies that support outstanding students inside and outside the university</li> <li>Identifying and nominating outstanding students for the Dean's Award</li> <li>Defining and nominating the ideal student at the university</li> </ul>


## Fourth: Graduate Care Program


Support and assistance	Suggested programs	Implementation steps
<ul style="list-style-type: none"> <li>Deanship of Skills Development</li> <li>Skills Development Center</li> <li>King Salman Center for Entrepreneurship</li> <li><b>Student guidance and counseling center at the university</b></li> </ul>	<ul style="list-style-type: none"> <li>Vocational guidance courses (analysis of professional tendencies, CV, .etc.)</li> <li>Hosting entities and companies wishing to employ according to the .college's specializations</li> <li>Introducing students to the .job site</li> <li>Attracting entities and companies wishing to employ on the (Madhafa) website to offer specialized .jobs</li> <li>Professional guidance .publications</li> <li>Professional guidance messages by all available .means</li> </ul>	<ul style="list-style-type: none"> <li>List the college's .graduates</li> <li>Preparing a qualification and enrichment .program for graduates</li> <li>Preparing lists of companies and employers suitable for .college specializations</li> <li>Facilitating communication between graduates and .employers</li> <li>Coordinating and interacting with the university's employment .website (job)</li> </ul>


Fifth: General Programs

Support and assistance	Suggested programs	Implementation steps
<div>Student club • management</div> <div>Specialized • government agencies</div> <div>Specialized charitable • organizations</div> <div>Specialized • departments at the university</div> <div>Student guidance and • counseling center at the university</div>	<div>Meetings and • .lectures</div> <div>.Public seminars •</div> <div>.Workshops •</div> <div>Awareness • .exhibitions</div> <div>.Visits •</div> <div>Distribution of • .publications</div>	<div>Preparing Some Guidance And Preventive • Programs In The Following Areas: (Drug Prevention, Smoking Control, Intellectual Prevention, Confident Program, Other Programs)</div>

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(<https://translate.google.com/website?sl=ar&tl=en&hl=en&client=webapp&u=https://www.facebook.com/King.Saud.University>) 

([https://translate.google.com/website?sl=ar&tl=en&hl=en&client=webapp&u=https://www.instagram.com/dsa\\_ksu](https://translate.google.com/website?sl=ar&tl=en&hl=en&client=webapp&u=https://www.instagram.com/dsa_ksu)) 