Manual for How Adviser Use
Academic Counseling Unit System (ACUS)

Introduction

ACUS is a system for Academic Adviser Counseling Unit (AACU) at Collage of Nursing – (CON) King Saud bin Abdul-Aziz University for Health Sciences (KSAU-HS) to facilitate their work and assist them with their task, that provide them with time and efforts to use it in an efficient way.

Adviser can access the system through this link: https://acus.ksau-hs.edu.sa/

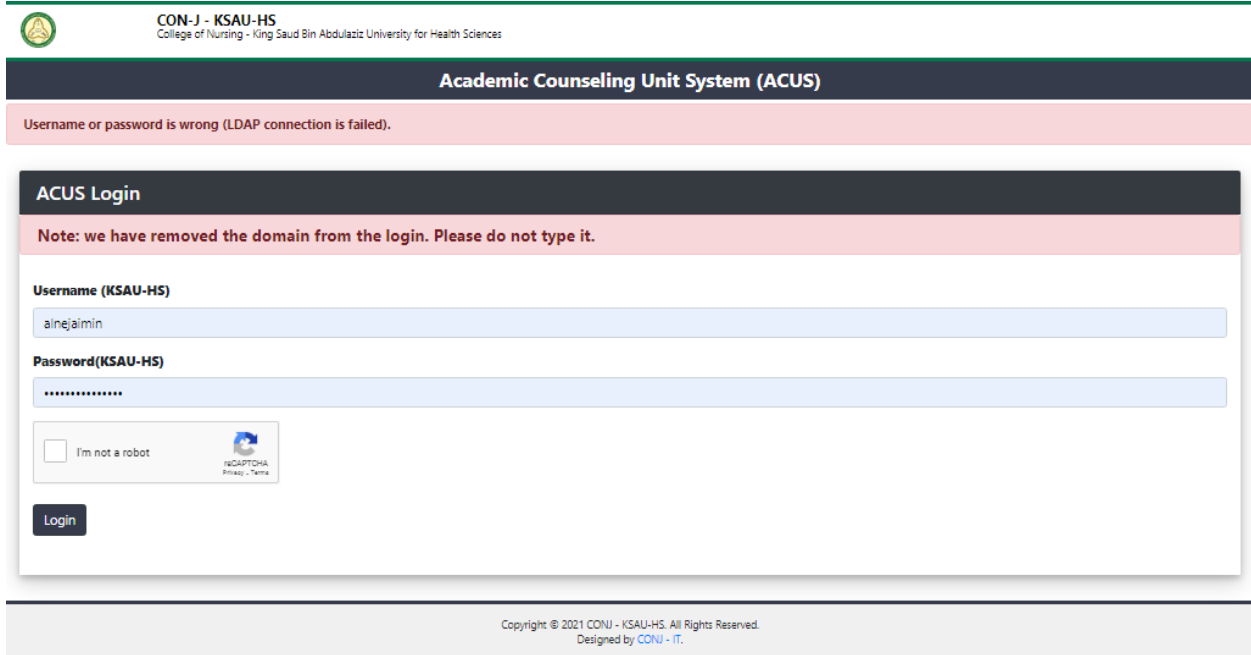# The system features by details

1- Login:
- Type Username (KSAU-HS)
- Type password for Username(KSAU-HS).
- Verify the reCAPTCHA.
- Click "Login" button.

- A red notification massage will appear:

If this massage appears it means the username, domain or password entered wrong.
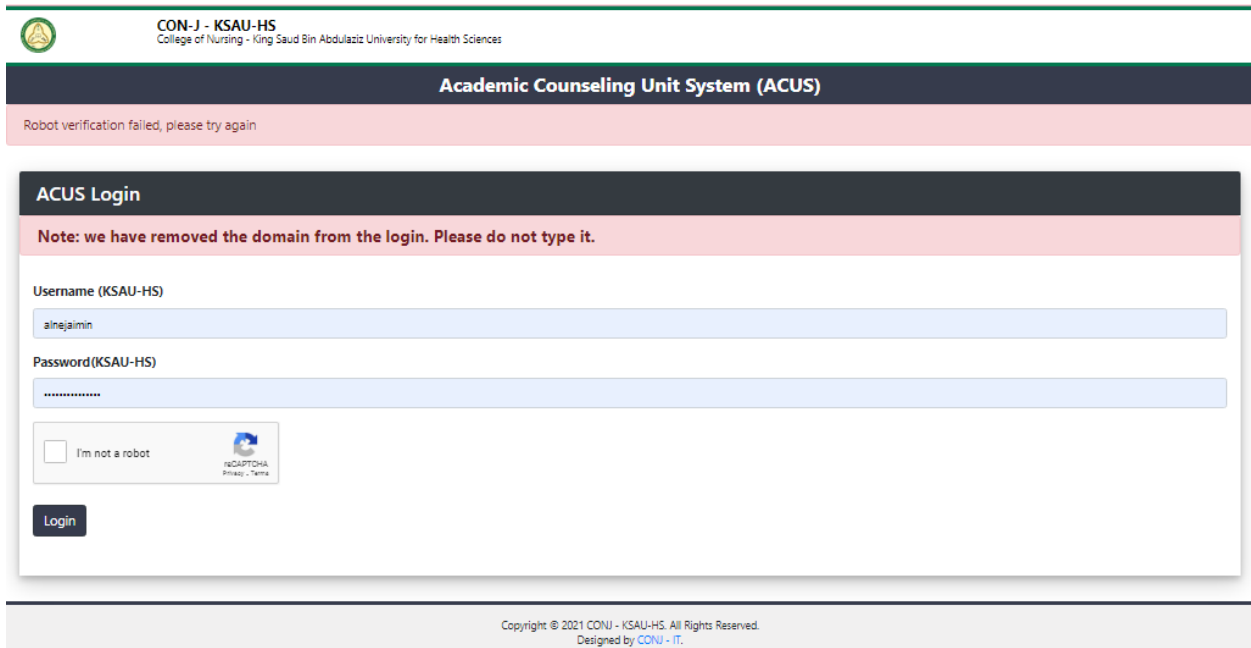
If this massage appears it means you have to check the reCAPTCHA.
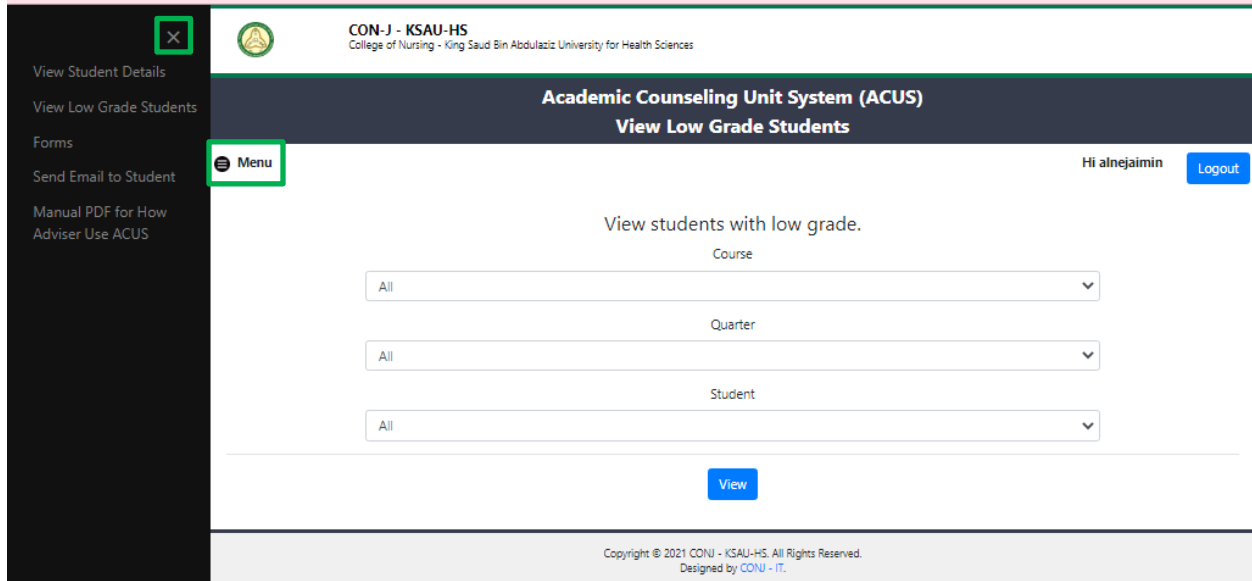
2- Main Menu
- Click menu icon for appear all services to select.
- Click X to disable the menu.

3- View low grade students

This service allows adviser to display low grade information for her students

- Select All courses or specific course.
- Select All quarters or specific quarter.
- Select All students or specific student.
- Click "View" **button**.

It will display a table include list of grade as selected: course, quarter and student.
Note: if you want more information for student.

- Click "View" **button**.

It will display the low grade details student with her information as selected.

- A green notification massage will appear: (Session details are saved).

- A blue notification massage will appear if there is NO students under adviser.

4- View Students Details

This service displays table <u>automatically</u> for all student's information under the adviser.

Note: if you want more information for student.

- Click "View" **button**.

It will display the student performance for all registered courses **for current semester** also the student GPA**.**

Note: to export all details for the student to PDF:

- Click "Export to PDF" **button**.

The system will generate new PDF file include: the details for all registered student **for current semester. Note**: to save or print the PDF file:

- Click the following icons in the right corner.

5- Send email to student

If an adviser need to contact an advisee (all or by selected) she can send an email to her through the system:

 o So the system will confirm if it's has been sent.

6- Forms

It displays all the forms associated with an adviser.

It has 3 forms:

- Introductory Meeting Form
- For each student under adviser has one introductory meeting form each semester.
- At the beginning the form will be empty, after an adviser fill the form and click (send to advisee) button, the system will send a notification to the required student by email including all the form info with a link to accept.
- Once a student clicks the link, its will be conceder as a signature and confirmation.
- After that an adviser will receive a notification by email, informing her of a student confirmation and will be included in the system.
- An adviser can edit the form if she need to, the same process of filling the form first time will happen:
- An adviser can open the form and choose the required student and edit the data that need to change, then click (send to advisee) button.

- Session Form:
- o Create session forms for a required student as many as she need to for a semester.
- o To create new session form, an adviser chooses from (select session) create new session.
- o After an adviser fill the form and click (send to advisee) button, the system will send a notification to the required student by email including all the form info with a link to accept.
- o Once a student clicks the link, its will be conceder as a signature and confirmation.
- o After that an adviser will receive a notification by email, informing her of a student confirmation and will be included in the system.
- o An adviser can edit the form if she need to, the same process of filling the form first time will happen:
- o An adviser can open the form and choose the required student and the required session then edit the data that need to change, then click (send to advisee) button.

4. Time Management
◉ No ○ Yes
If Yes, (pls. specify)

4. Social Problem
◉ No ○ Yes
If Yes, (pls. specify)

5. Low GPA
◉ No ○ Yes
If Yes, (pls. specify)

5. Family Problem
◉ No ○ Yes
If Yes, (pls. specify)

6. Faculty Member Related
◉ No ○ Yes
If Yes, (pls. specify)

6. Financial Problem
◉ No ○ Yes
If Yes, (pls. specify)

7. Others
◉ No ○ Yes
If Yes, (pls. specify)

7. Others
◉ No ○ Yes
If Yes, (pls. specify)

1. CON-R Social Worker
◉ No ○ Yes
If Yes, (pls. specify)

6. KSAU-HS Well Student Center
◉ No ○ Yes
If Yes, (pls. specify)

2. Psychologist through the social worker
◉ No ○ Yes
If Yes, (pls. specify)

7. Others
◉ No ○ Yes
If Yes, (pls. specify)

3. Student Affairs
◉ No ○ Yes
If Yes, (pls. specify)

8. No need for referral
◉ No ○ Yes

4. Academic Affairs
◉ No ○ Yes
If Yes, (pls. specify)

Actions done by the advisors and students to solve any problem

Follow-Up Notes

5. CON-R Research Unit
◉ No ○ Yes
If Yes, (pls. specify)

Date for next appointment

mm/dd/yyyy

Faculty Member's Signature (if required)

None

Faculty Member's Confirmation (Signature) (if required)

Advisee's Confirmation (Signature)

Not yet

Advisee's Confirmation (Signature) Date

Send to Advisee

- A sample of the email that the advisee will receive:

Dear Studnet: test,

Kindly, read the info for (Academic Advising and Counseling Session Form) bellow:

Academic Advising and Counseling Session Form	
Date	2020-12-23
Academic Year/Semester	2 semester 2020-2021
Date	2021-01-07 10:48:49.0000000
Advisor's Name	Ms. Fatimah Mujallid
Advisee's Name	test
Student ID	11111
Level	16
Referred By	Faculty Member
Way of Contact	Telephone

Reasons for Academic Advising/Counseling Session	
I. ACADEMIC	II. NON- ACADEMIC
1. Specific Studying Course No	1. Health Problem No
2. Course's Grades No	2. Psychological/Emotional Problem No
3. High Absenteeism Rate No	3. Behavioral Problem No

Referring advisee to campus/college resources by the advisor
1. CON-R Social Worker No
2. Psychologist through the social worker No
3. Student Affairs No
4. Academic Affairs No
5. CON-R Research Unit No
6. KSAU-HS Well Student Center No
7. Others No
8. No need for referral No

Actions done by the advisors and students to solve any problem	bbbbbbbbbb
Follow-Up Notes	hhhhhh
Date for next appointment	2021-01-01

Please confirm the form info by clicking here.

Thank you.

- Referral Form
  - o An adviser can create referral forms for a required student as many as she need to for a semester.
  - o To create new referral form, an adviser chooses from (select referral) create new referral.
  - o After an adviser fill the form and click (send) button, the system will send a notification to the required social worker by email including all the form info.

Thank you for reading our document. Please feel free if you need support just contact us.

Best Regards,
IT for CON-J