



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

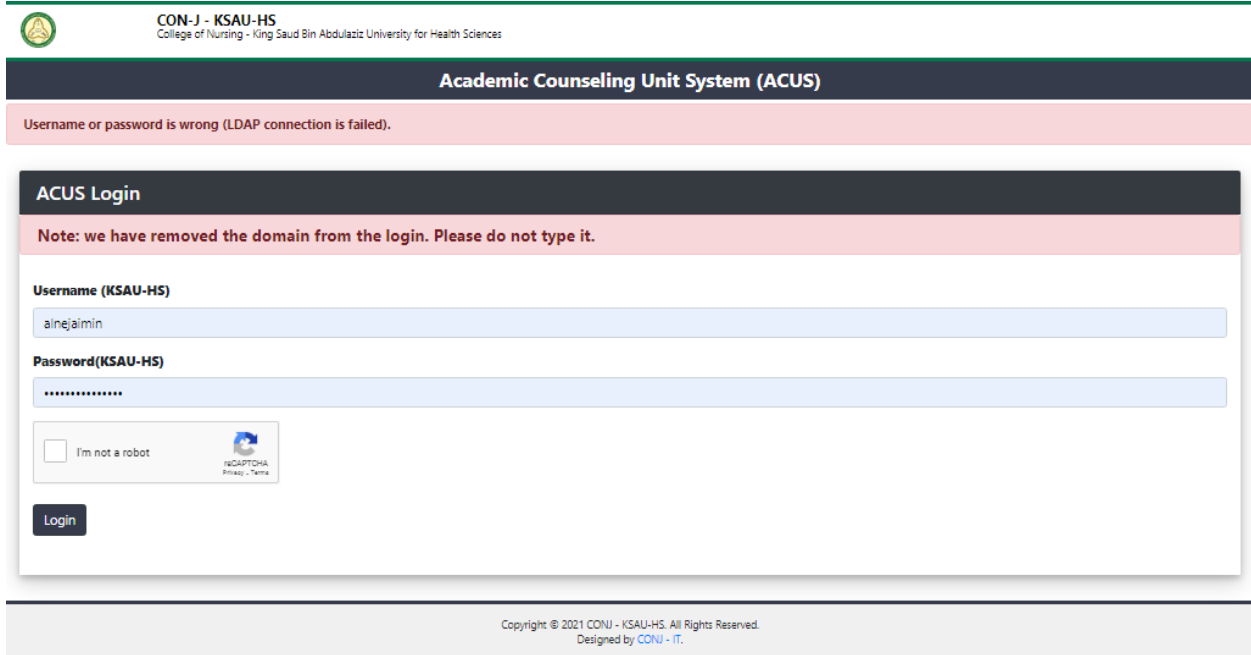
1- Login:

- Type Username (KSAU-HS)
- Type password for Username(KSAU-HS).
- Verify the reCAPTCHA.
- Click “Login” button.



- A red notification message will appear:

If this message appears it means the username, domain or password entered wrong.



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College of Nursing - King Saud Bin Abdulaziz University for Health Sciences

Academic Counseling Unit System (ACUS)


Username or password is wrong (LDAP connection is failed).

ACUS Login

Note: we have removed the domain from the login. Please do not type it.

Username (KSAU-HS)
alnejalmin

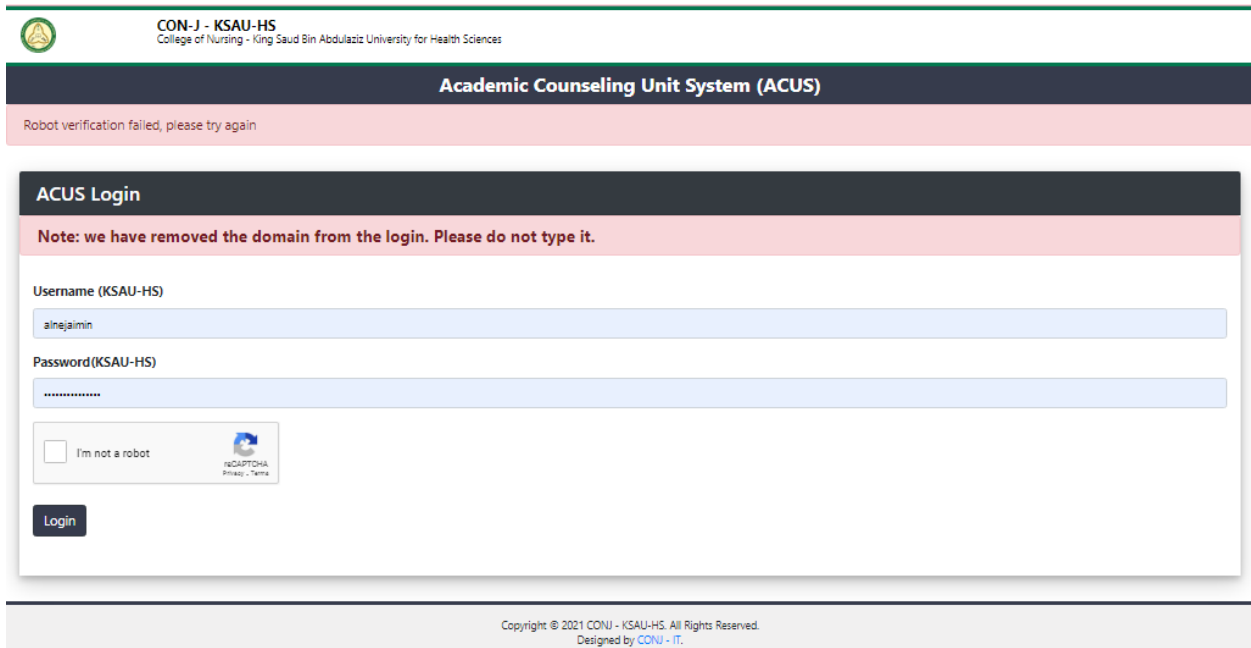
Password(KSAU-HS)

I'm not a robot 

Login

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If this message appears it means you have to check the reCAPTCHA.



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Academic Counseling Unit System (ACUS)


Robot verification failed, please try again

ACUS Login

Note: we have removed the domain from the login. Please do not type it.

Username (KSAU-HS)
alnejalmin

Password(KSAU-HS)


I'm not a robot 

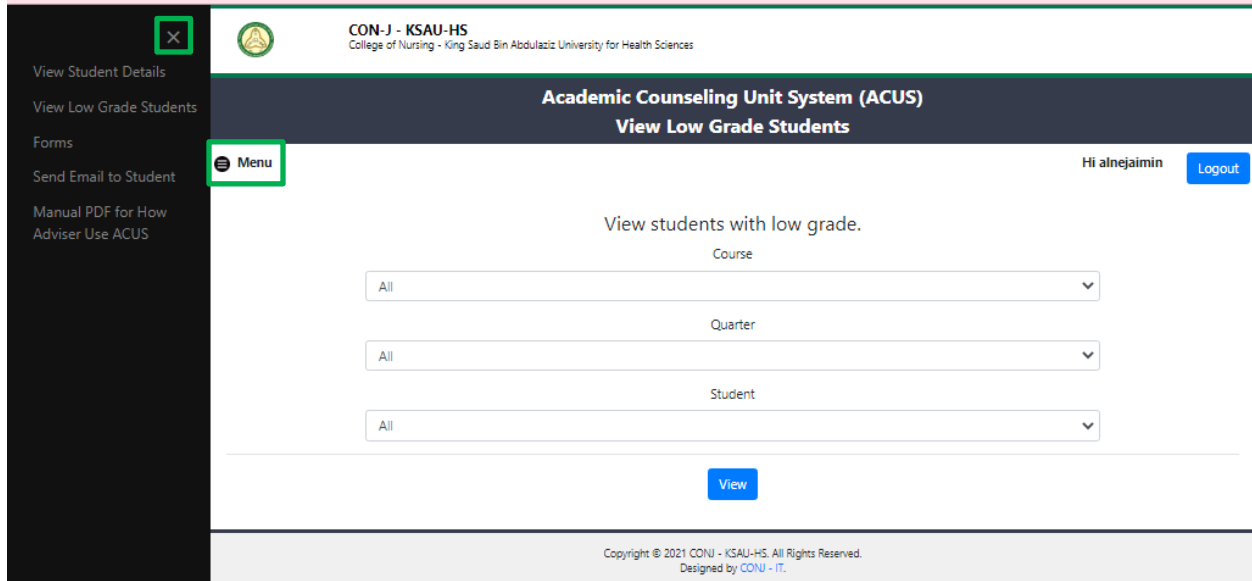
Login

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2- Main Menu

- Click menu icon for appear all services to select.
- Click  to disable the menu.



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Academic Counseling Unit System (ACUS)
View Low Grade Students

Hi alnejaimin [Logout](#)

View students with low grade.

Course
All

Quarter
All

Student
All

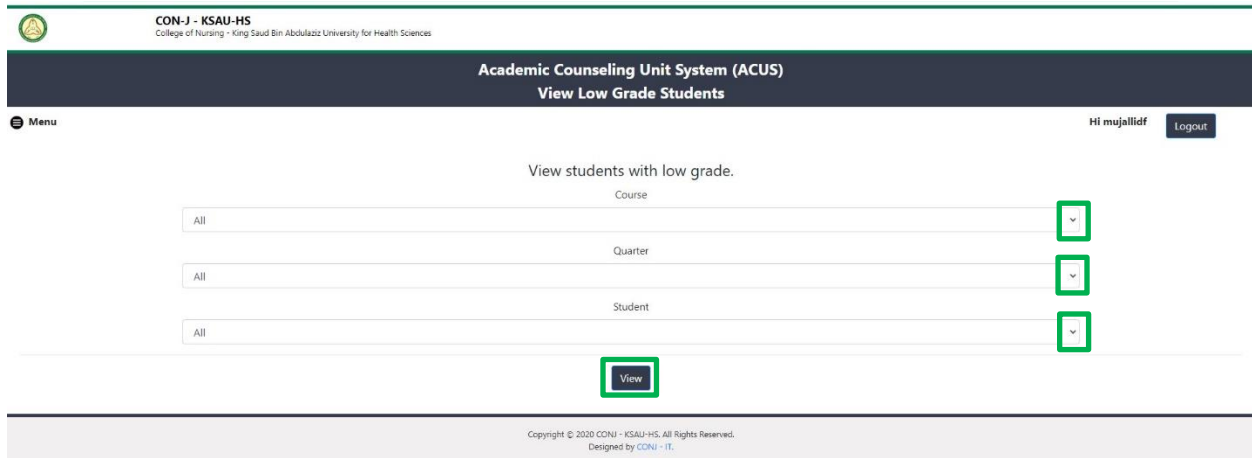
[View](#)

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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**.



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Academic Counseling Unit System (ACUS)
View Low Grade Students

Menu [Hi mujallidif](#) [Logout](#)

View students with low grade.

Course
All

Quarter
All

Student
All

[View](#)

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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.

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Academic Counseling Unit System (ACUS)
View Low Grade Students

Hi mujallidf Logout

View students with low grade.

Course: All
Quarter: All
Student: All

View

No.	Student ID	Student Name	Adviser	Course	Quarter	Details
1	11111	test	Ms. #####	NURS 201 Fundamentals of Nursing I	Quarter 1 Theory Courses Mid Exam	View
2	11111	test	Ms. #####	ELEC 412 Family Health and Child Protection	Quarter 1 Theory Courses Mid Exam	View

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

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Academic Counseling Unit System (ACUS)
View Low Grade Students

Hi mujallidf Logout

View students with low grade.

Course: All
Quarter: All
Student: All

View

Student Name: ###
Student ID: 11111
Student Email: #####@ksau-hs.edu.sa
Course: NURS 201 Fundamentals of Nursing I
Quarter: Quarter 1 Theory Courses Mid Exam
Grade: 3
Adviser Name: Ms. #####
Adviser Email: #####@ksau-hs.edu.sa



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

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

4- View Students Details

This service displays table automatically for all student's information under the adviser.

Note: if you want more information for student.

- Click “View” **button**.

No.	Student ID	Student Name	Student Email	Performance
1	11111	###	###@ksau-hs.edu.sa	View



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**.

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College of Nursing - King Saud Bin Abdulaziz University for Health Sciences

Academic Counseling Unit System (ACUS)
Student Performance

Menu Hi mujallidf [Logout](#)

Student Name: #####
Student ID: 11111
GPA: 1.0
Adviser Name: Ms. Fatimah Mujallid
Course: Course 1

Exam Type	Grade	Low	Email Notification	Adviser Comments
Quarter 1	10			
test exam type 2	5			
test exam type 1	5			
Quarter 2	1	✓	✓	
test exam type 3	1			
Quarter 3	1			
test exam type 4	1			

[Export to PDF](#)

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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.

exportpdf.php 1 / 1

Academic Counseling Unit System ACUS
College of Nursing
King Saud bin Abdulaziz University for Health Sciences (KSAU-HS)
Student Performance for 1st Fall 20-21

Student Name: Test
Student ID: 11111
Adviser Name: Ms. #####
Course:

NURS 201 Fundamentals of Nursing 1

Exam Type	Grade	Low	Email Notification
Quarter 1 Theor	3	Yes	
Theory Midterm	3		

NURS 415 Community Health Nursing and Health Education

Exam Type	Grade	Low	Email Notification
Q1 Assignment	5		
Q1 Assignment	5		

ELEEC 412 Family Health and Child Protection

Exam Type	Grade	Low	Email Notification
Quarter 1 Theor	3	Yes	
Theory Midterm	3		

[Open in Acrobat](#)



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:

- 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 concenter 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.

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College of Nursing - King Saud Bin Abdulaziz University for Health Sciences

Academic Counseling Unit System (ACUS)
Academic Advising and Counseling Introductory Meeting Form

Menu
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Adviser Department

Adviser Position/Title

Advisee's Name

Session Date

Level

Way of Contact

In Person
 Schedule
 Telephone
 Email

		Discussed	Not Discussed
Subject of Discussion			
1. Getting to know the advisee.		<input type="radio"/>	<input checked="" type="radio"/>
2. Reviewing advisee's profile, curriculum, transcript and schedule from the SIS.		<input checked="" type="radio"/>	<input type="radio"/>
3. Reviewing advisee's absenteeism and GPA.		<input checked="" type="radio"/>	<input type="radio"/>
4. Discussing advisee's personal and academic interests.		<input checked="" type="radio"/>	<input type="radio"/>
5. Exploring advisee's personal concerns, needs and problems.		<input checked="" type="radio"/>	<input type="radio"/>
6. Discussing advisee's personal, academic and career planning.		<input checked="" type="radio"/>	<input type="radio"/>
7. Evaluating advisee's academic progress.		<input checked="" type="radio"/>	<input type="radio"/>
8. Talking about advisee's experiences in different course.		<input checked="" type="radio"/>	<input type="radio"/>
9. Reviewing previous semester progress.		<input checked="" type="radio"/>	<input type="radio"/>
10. Discussing advisee's commitments and balance of curricular/extracurricular activities.		<input checked="" type="radio"/>	<input type="radio"/>

List the main Advisee's personal concerns, needs and problems

Advisee's Confirmation (Signature)

Advisee's Confirmation (Signature) Date



- **Session Form:**
 - Create session forms for a required student as many as she need to for a semester.
 - To create new session form, an adviser chooses from (select session) create new session.
 - 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 concenter 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 the required session then edit the data that need to change, then click (send to advisee) button.

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Academic Counseling Unit System (ACUS)
 Academic Advising and Counseling Session Form

Menu
Hi mujallidf [Logout](#)

Adviser Department

Adviser Position/Title

Select Advisee's Name

Select Session

Session Date

Level

Counseling Session's No. (Please add one to the total if its new seesion)

Referred By

Level Coordinator

Self

Faculty Member

Way of Contact

In Person

Schedule

Telephone

Email

Quarter

Reasons for Academic Advising/Counseling Session

I. Academic	II. Non- Academic
<p>1. Specific Studying Course</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>1. Health Problem</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>2. Course's Grades</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>2. Psychological/Emotional Problem</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>3. High Absenteeism Rate</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>3. Behavioral Problem</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>If Yes, (pls. specify)</p> <input style="width: 95%; height: 20px;" type="text"/>



<p>4. Time Management <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>5. Low GPA <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>6. Faculty Member Related <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>7. Others <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>1. CON-R Social Worker <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>2. Psychologist through the social worker <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>3. Student Affairs <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>4. Academic Affairs <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>5. CON-R Research Unit <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>mm/dd/yyyy <input type="text"/></p> <p>Faculty Member's Signature (If required) <input type="text" value="None"/></p> <p>Faculty Member's Confirmation (Signature) (If required) <input type="text"/></p> <p>Advisee's Confirmation (Signature) <input type="text" value="Not yet"/></p> <p>Advisee's Confirmation (Signature) Date <input type="text"/></p> <p><input type="button" value="Send to Advisee"/></p>	<p>4. Social Problem <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>5. Family Problem <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>6. Financial Problem <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>7. Others <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>6. KSAU-HS Well Student Center <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>7. Others <input checked="" type="radio"/> No <input type="radio"/> Yes If Yes, (pls. specify) <input type="text"/></p> <p>8. No need for referral <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Actions done by the advisors and students to solve any problem <input type="text"/></p> <p>Follow-Up Notes <input type="text"/></p> <p>Date for next appointment <input type="text"/></p>
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- A sample of the email that the advisee will receive:

Dear Studnet: test,

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

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

- An adviser can create referral forms for a required student as many as she need to for a semester.
- To create new referral form, an adviser chooses from (select referral) create new referral.
- 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.

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Academic Counseling Unit System (ACUS)
Academic Advising and Counseling Referral Form

Menu Hi mujallidf [Logout](#)

Adviser Department
IT

Adviser Position/Title
Programmers

Advisee's Name
Test Test

Select Referral
Create New Referral

Referral Date
mm/dd/yyyy

Referral No.

Level
Level 4

Referring To
 CON Social Worker
 Psychologist through the Social Worker
 Student Affairs
 Academic Affairs
 CON Research Unit
 Faculty Member
 KSAU-HS Well Student Center
 Other

Reason for Referral

[Send](#)

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

Best Regards,
IT for CON-J