

Academic advising and counseling guide

Mission of academic advising & counseling unit is to assist students in identifying and achieving their educational goals that facilitate the student learning experience and student success. Academic counseling and advising not only develops a foundation for student achievement but also for the university excellence.

1. Assist students in course selection, registration and fees payment in collaboration with the Registrar's office.
2. Help students to become self-reliant and be more capable of solving future problems themselves.
3. Inform students about the necessary rules and regulations for resigned process.
4. Help student in selecting courses to integrate the educational and personal goals with the objectives of the faculty (in case; student failed to a study plan).

The checklist guidelines for advisor are provided in the following the pages.

Checklist: Guideline for student consultation

CHECKLIST	DO	DO NOT	NOTE
<p><u>Guideline for student registration and payment the tuition fees</u></p> <ul style="list-style-type: none"> - Check timeline of student registration, add, reduction and withdraw course and inform student 			
<ul style="list-style-type: none"> - Check timeline and information of fee payment, student registration via bank transfer, and inform student 			
<ul style="list-style-type: none"> - Check the student registration in supreme system 			
<ul style="list-style-type: none"> - Check student payment in supreme system 			
<p><u>Guideline for communication and regular meeting with student</u></p> <ul style="list-style-type: none"> - Develop communication channel such as telephone, social media or online channels (Facebook, line) 			
<ul style="list-style-type: none"> - Meeting with student at least 1 time per semester 			
<ul style="list-style-type: none"> - Communicate with student including university activity, grant/cost of living during the year, others such as personality, relationship and family relationship etc. 			

- Keep the student's family information			
<u>Scholarship</u>			
- Announcement of scholarship			
- Search for student who wants to apply for scholarship and interview to reach the requirement of the funding			
- Monitoring the GPA of student			
<u>If student wants to resign from the program</u>			
-Advisors inform the parents -student submits the resignation form to the advisor -Student submits the form to administrative officer for coordinate with others following the university protocol.			
<u>If student fails in some courses with low GPA</u>			
-Monitor the student activity, behavior, other problems and report regularly to the program committee			

**The Physical Therapy Program Committee assigns student advisors
for 1st year students in every academic year
Proportion of academic sdvisor: students = 1:25-40**



**The advisors make an appointment with students to inform the advisor's
duties and contact channels.**



Supervising about the course	Academic support
<ul style="list-style-type: none"> ● Checking registration and paying registration fees 	<ul style="list-style-type: none"> ● Announcing the scholarship
<ul style="list-style-type: none"> ● Checking the completeness of the examination results from the curriculum. ● If this is not in accordance with the plan, the advisor adjusts the study plan and proposes to the physical therapy program committee meeting to consider. 	<ul style="list-style-type: none"> ● Surveying students who wist to apply for the scholarships, considering the appropriateness of receiving the scholarship.
<ul style="list-style-type: none"> ● Checking the completeness of participation in activities as specified by the faculty and university. 	<ul style="list-style-type: none"> ● Health counseling and relevant expert consultation
<ul style="list-style-type: none"> ● Checking the exit exam results 	<ul style="list-style-type: none"> ● Other consulting that affects the study such as inappropriate personal behavior or the relationship problems with friends or family

