All these communications are organized and archived through a database system. Each 25 students are advised by a trained advisor. A leader monitors 10 advisors. The database is built by Google Sheets. In the hierarchy of the academic advising committee, an academic advisor is responsible for managing the student academic follow-up record and making decisions based on the information provided. The academic advising system is designed to support dynamic actions and provide effective guidance to students.
<table>
<thead>
<tr>
<th></th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personal info</td>
</tr>
<tr>
<td>2</td>
<td>Talents / Disability</td>
</tr>
<tr>
<td>3</td>
<td>Results</td>
</tr>
<tr>
<td>4</td>
<td>Status</td>
</tr>
<tr>
<td>5</td>
<td>Performance chart</td>
</tr>
<tr>
<td>6</td>
<td>Meeting minutes</td>
</tr>
</tbody>
</table>
Records of students talents, hobbies and disabilities (if any) help the advisor to

- guide the students to enjoy the campus life and activities
- provide special care to empower students with disabilities to access their full potential and function effectively as independent members
Classification Student’s Status

Student's SGPA and CGPA are automatically synchronized at the end of each semester.

Such classification helps the advisor to put a suitable **action plan** at the beginning of each academic semester for all advisee especially those in **Orange and Red zones**.
This graph allows the advisor to keep track of the student performance throughout the programme.

SGPA trend allows instant follow up to maintain high average levels of performance and identify the difficulties across one semester.

CGPA summaries student history overall performance and help the advisor to set an action plan according to the student’s record.
Meeting Minutes

This feature aims to:
- Record and archive summaries of the discussions and action points held at the meeting.
- Facilitate the communication between the leader and the advisor.
- Keep full history about the student in case the advisor has been changed.
Effect of Dynamic System on Students’ Grades

Average of Students' Grades

<table>
<thead>
<tr>
<th>Semester</th>
<th>Excellent (A,A-)</th>
<th>Very Good (B+,-B)</th>
<th>Good (B-,C+)</th>
<th>Satisfactory (C)</th>
<th>Fail (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>3.9%</td>
<td>25.0%</td>
<td>42.0%</td>
<td>13.2%</td>
<td>13.2%</td>
</tr>
<tr>
<td>11</td>
<td>6.2%</td>
<td>31.8%</td>
<td>31.3%</td>
<td>11.8%</td>
<td>16.0%</td>
</tr>
<tr>
<td>12</td>
<td>9.1%</td>
<td>36.7%</td>
<td>34.3%</td>
<td>8.6%</td>
<td>7.7%</td>
</tr>
<tr>
<td>13</td>
<td>6.1%</td>
<td>33.3%</td>
<td>37.8%</td>
<td>10.0%</td>
<td>9.6%</td>
</tr>
<tr>
<td>14</td>
<td>11.0%</td>
<td>31.5%</td>
<td>36.4%</td>
<td>8.6%</td>
<td>8.8%</td>
</tr>
</tbody>
</table>

↑↑~8%  ・  ↓↓~8%

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Effect of Dynamic System on Graduates’ Grades

<table>
<thead>
<tr>
<th>GRADUATES GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent (A,A+)</td>
</tr>
</tbody>
</table>

Applying the System

Before

After

- 10 (2013/14): 
  - Excellent: 5.40%
  - Very Good: 37.60%
  - Good: 51.10%
  - Satisfactory: 1.60%

- 11 (2014/15): 
  - Excellent: 10.90%
  - Very Good: 43.60%
  - Good: 40.00%
  - Satisfactory: 3.60%

- 12 (2015/16): 
  - Excellent: 14.00%
  - Very Good: 48.80%
  - Good: 32.60%
  - Satisfactory: 2.00%

Effect of Dynamic System on Graduates’ Grades:

- Before Applying the System:
  - ~7%

- After Applying the System:
  - ~12%
Academic Advising System for Students on Probation

On probation student is supported by Academic Facilitators in each course.
This sheet is to record attendance, coursework grades and any extra activities for each student on probation per academic semester.
Academic Advising System for Students on Probation

1. Coursework
2. Automated Advice
3. CW Graph
4. Performance Graph

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Auto Advice Feature

2 AUTO ADVICE

This is an automated advice that the system generates depending on TWO Parameters

Probation Level
Coursework Marks

---

Caution! It seems that you worked hard in this course but you have to achieve around 60% of the final/oral exam to pass the course. If you aren’t ready and quite sure to achieve around 60% in Final/oral exam of this course, please it is safer to “withdraw” (drop this course).

Withdrawal is highly recommended whenever you feel you are not well prepared to pass the exam total marks to avoid decreasing your GPA. Please don’t hesitate to contact either your academic advisor or course facilitator if you have any inquiries or need help.

GOOD WORK! You really worked hard and achieved good coursework marks. You have to achieve only around 40% in Final/oral exam; however, DO YOUR BEST to get higher marks in your finale to boost and raise your GPA. It’s a great opportunity. Don’t miss it. Please don’t hesitate to contact either your academic advisor or course facilitator if you have any inquiries or need help.
To find out in which courses the student has highly performed to share the good practices with other coordinators.
To find out parameters that upon which students have highly performed to build an individual and a general action plan for next semester.
SSC database creates two unique reports:

**Start Report**

at the beginning of each semester.

**End Report**

after the release of the final results.

Example: Reports Fall 2016

>> used **to set action plan** at the beginning of each semester according to the start report’s givens.

>> used as **a measurable index of the harvest** of the implemented action plan at the end of the semester.
Formulas on Google Sheet Built Systems

Academic Advising System FORMULAS

SSC System FORMULAS

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