Faculty of Computer and Information Systems

Islamic University of Madinah

Saudi Arabia

CIS 2202-System Analysis and Design

Academic Advisory System

Section: 1517

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5 Sha'ban, 1440

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Project Information:

The Owner of the Project:	Faculty of Computer and Information Systems		
Is the Project Internal:	Internal	Are there payment for the project?	No
Manager of the Analysis Dept.		The document creator:	

Project Stakeholders:

S/No	Stakeholder	Internal/ External
1	Advisory unit members – Admins	Internal
2	Advisors and Students – Users	Internal

Introduction:

Project Perspective:

Because the system deals with students and faculty information, it requires communication with the academic system (E-Register).

Main Functions:

The system will perform the following tasks:
1- Allow the users to communicate with each other.
2- Ability to fill and print some formal documents (Excuses, Make up exams, …).
3- Prepare some reports concerning students.
4- Assigning students to advisors.
5- Updating users' information.

Users (Actors):
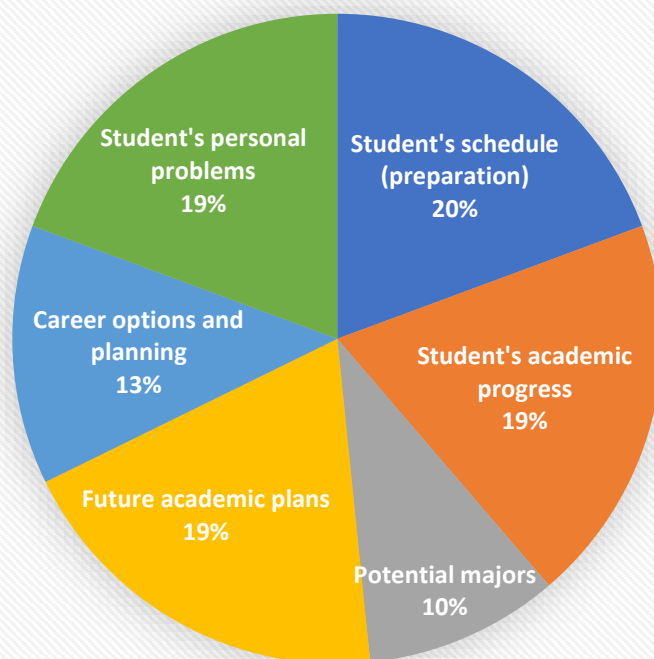
The users are divided into three types:
1- Advisory unit member (Admin): who manages the permissions and the overall process.
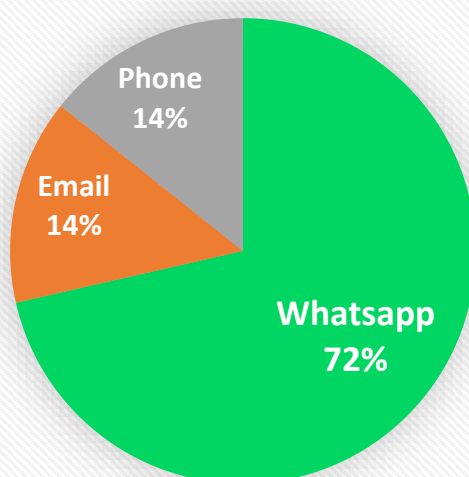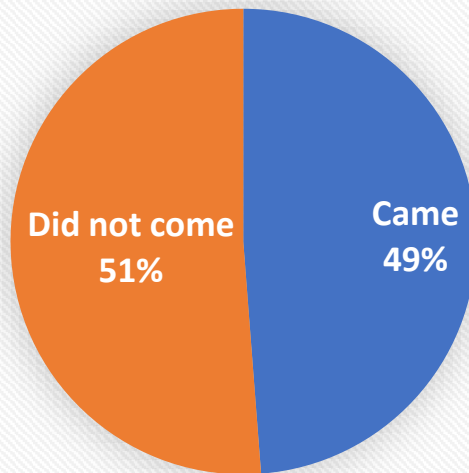2- Advisor:
3- Student:

Constrains:
Nothing.

Regular discussion during advising meetings

Student's personal problems 19%

Student's schedule (preparation) 20%

Career options and planning 13%

Student's academic progress 19%

Future academic plans 19%

Potential majors 10%

Communication way

Phone 14%

Email 14%

Whatsapp 72%

Percentage of students who came to advisor

Did not come
51%

Came
49%

Percentage of students who came to advisor without asking them

After asking them
39%

Without asking
61%
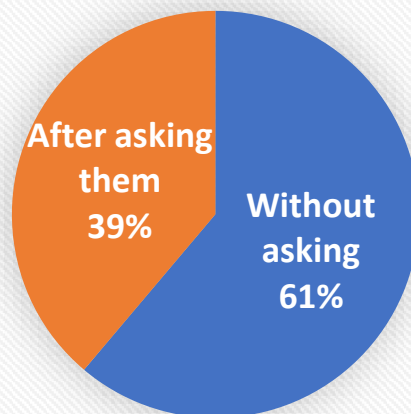
Percent of total work time for advising students during a typical school year

14%
43%
14%
14%
15%
14%

■ 10% ■ 20% ■ 40% ■ 50% ■ 70%
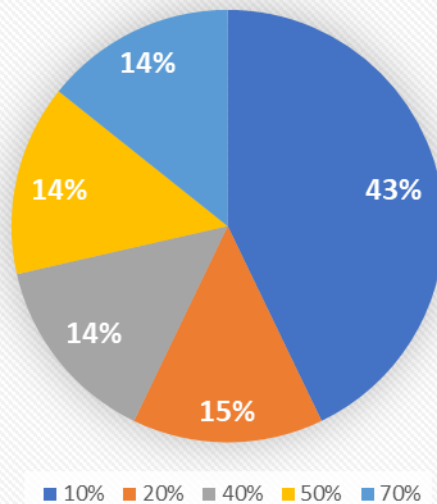
Percent of total work time for teaching students during a typical school year

15%
29%
14%
14%
14%
14%

■ 30% ■ 40% ■ 50% ■ 60% ■ 70% ■ 80%
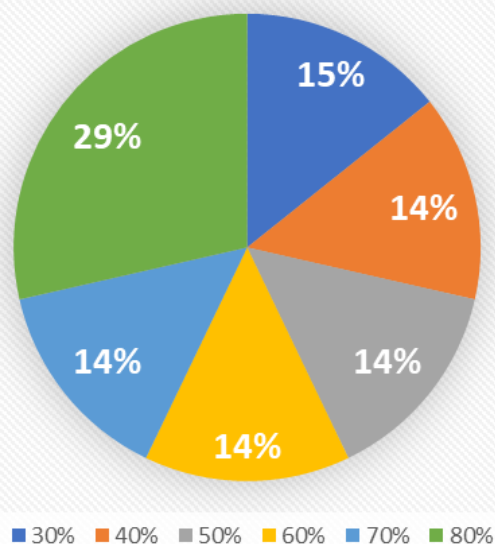
Average length of meeting time with a student for advising purposes

more than 15 minutes
14%

11 - 15 minutes
29%

6 - 10 minutes
57%
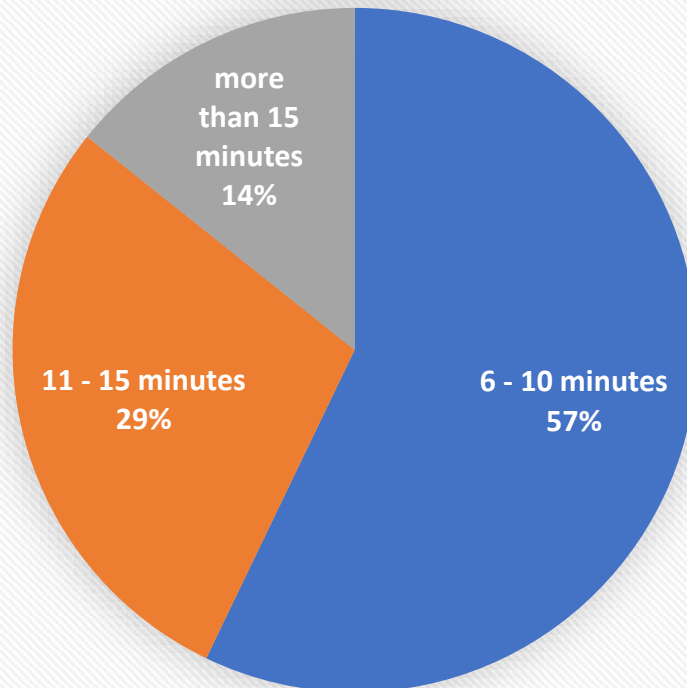
Adequately prepared to become an academic advisor

A great deal
14%

None at all
29%

A lot
29%

A moderate amount
14%

A little
14%

Number of students in the advisory group

3-5
14%

9-11
43%

6-8
43%
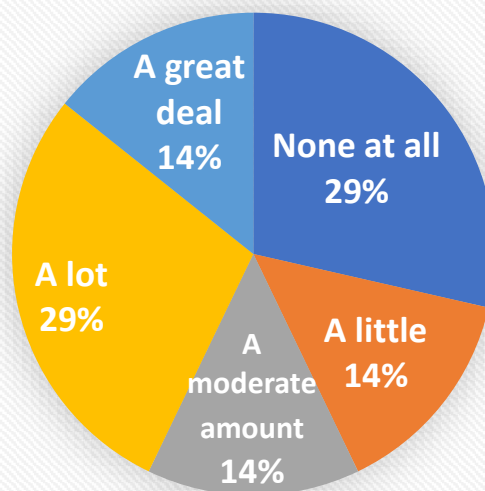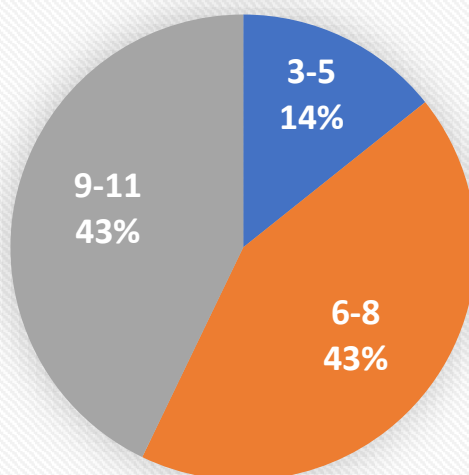
Problems that faced with communicating with students

Students are not interested
14%

Contacting them
14%

Nothing
72%
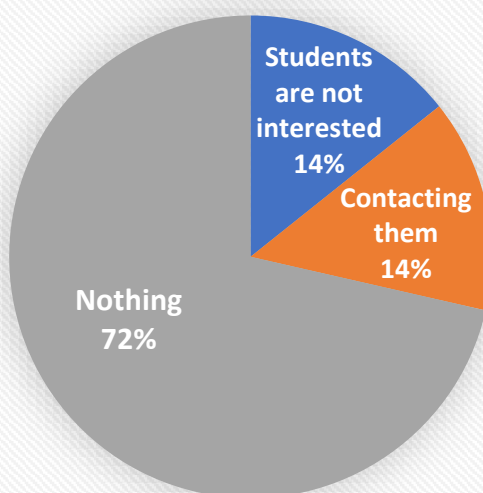
Knowing about regular advising sessions offered at the faculty.

Not sure
29%

Know
57%

Don't know
14%
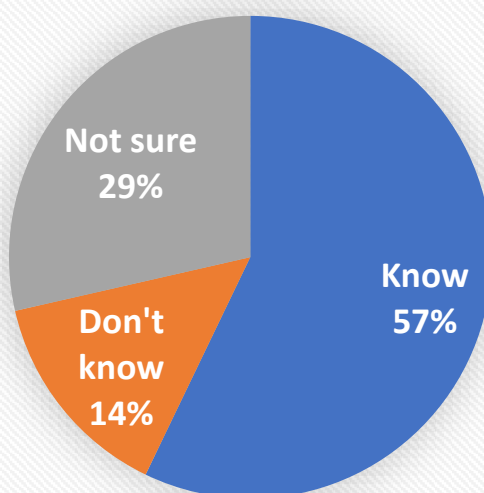
The satisfaction with the academic advisory system

- Neither satisfied nor dissatisfied 29%
- Dissatisfied 14%
- Satisfied 57%
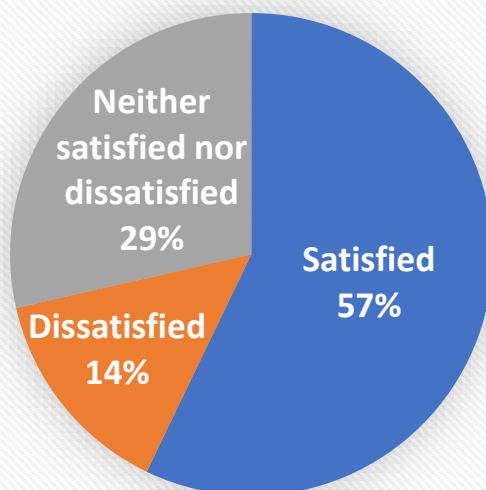
Having a formal training in academic advising

Legend:
- Significant information learned
- Some information learned
- Marginal information learned
- No information learned
- Had previous experiences
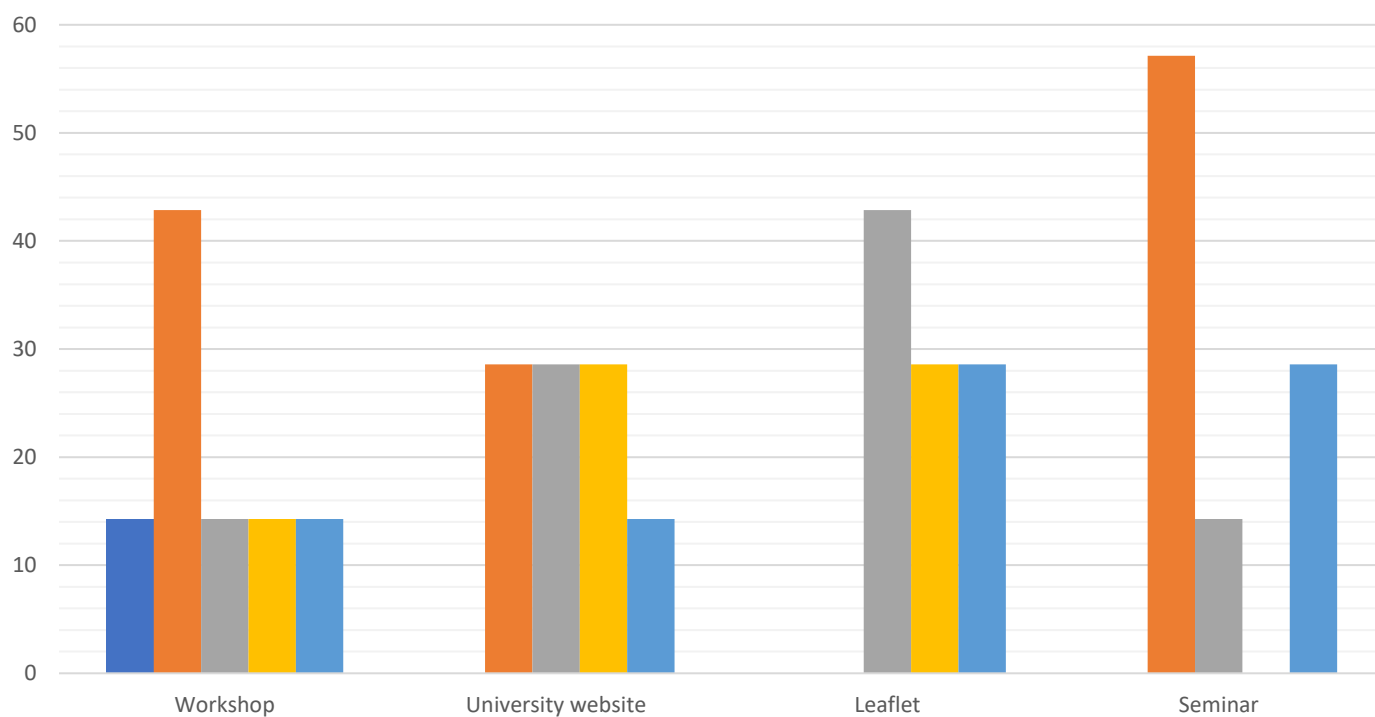
Academic Advisory System - Faculty Members Interview summarized answers

1- What do you think about the amount of required work for academic advisory?

It is commensurate with the total working time.

2- In your opinion, do you spend enough amount of time in advising meetings?

The time is very enough.

3- In your opinion, how you can make the most of advising meetings time?

By convince students of the importance of advisory and encourage them to benefit from the experiences of the advisors.

4- How do students benefit from time for academic advisory?

Students are not coming.

5- Do you think Whatsapp is an effective communication way with your students?

Any way that enables advisors to communicate with students is an effective way.

6- What is the importance of compatibility between the advisor and his students?

It depends for the advisor.

7- Do you face any problems with the number of students in the advisory group?

No.

8- In your opinion, why more than half of the students do not visit their advisors?

Because some advisors don't do their job, so students don't take advantage of them.

9- Why 57% of advisors feel satisfied with academic advising, although the first answers are negative?

Because the advisors are comfortable.

10- According to the formal training statistics which maybe the useful way or method to train?

Encourage advisors to share their experiences with each other.

11- How we can encourage students to communicate with their advisors?

Stimulus and incentives.

12- What are the things that may prevent communication between the student and the academic advisor? And how we can avoid these things?

If the student feels that he doesn't get a benefit from his advisor. By educating students about the ability of advisors to solve their problems, and before that educate the advisors about the university system.

13- How would you explain the relations between the courses for your students?

By meet them and show them the study plan and answering their questions about the courses.

14- Why some advisors do not know about regular advising sessions offered at the faculty?

Because the sessions are scheduled in inappropriate times, and the advisors are informed before them by not enough time.

15- In your opinion, how would assess the academic advisory training?
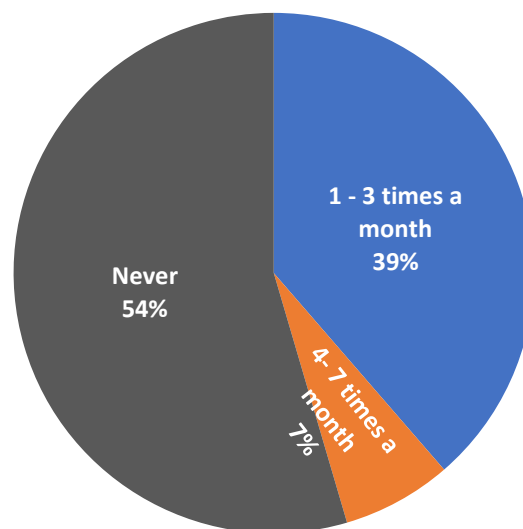
The advisors don't have any permissions, university system doesn't allow them to do anything.
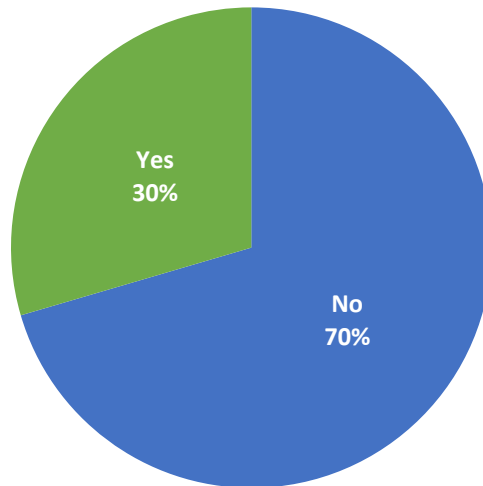
Students Questionnaire Analysis

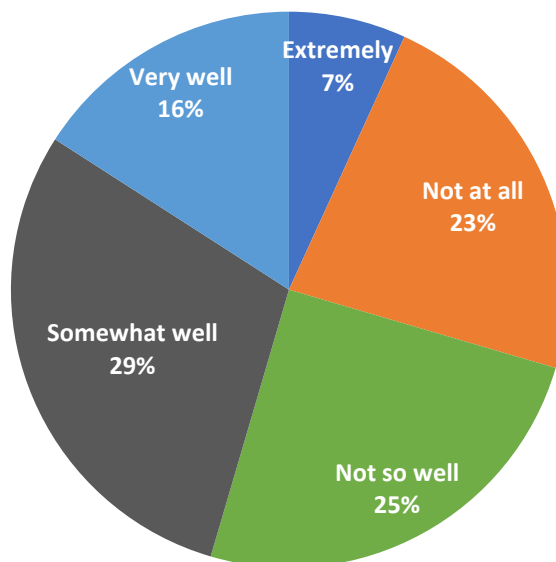## Have you met your academic adviser this semester?

Yes
50%

No
50%
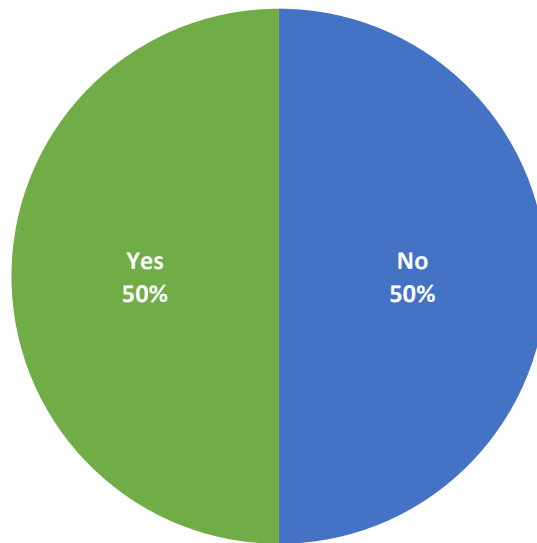
How many times to visit your academic adviser at the months?

1 - 3 times a month
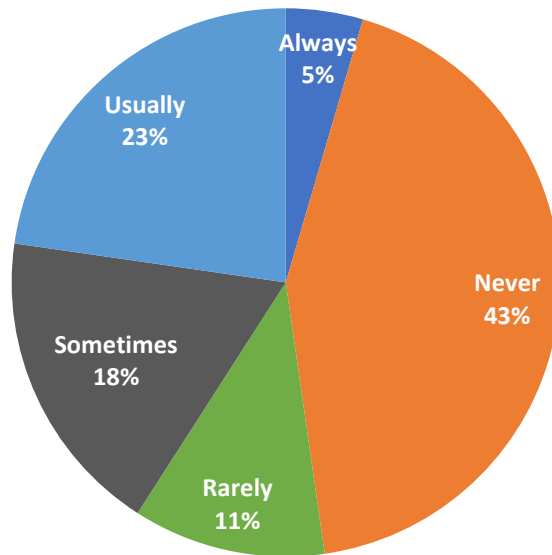39%

Never
54%

4 - 7 times a month
7%

Did you have any problems in understanding your academic advisor's language?

- Yes 30%
- No 70%

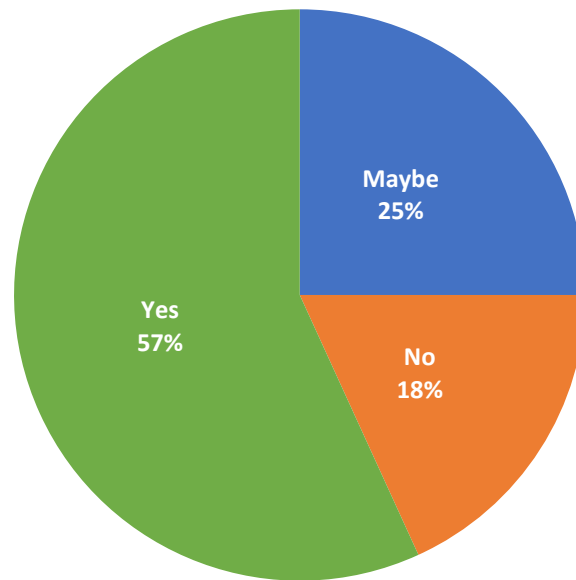## Do you understand the academic advisor benefits very well?

- Extremely 7%
- Not at all 23%
- Not so well 25%
- Somewhat well 29%
- Very well 16%

Did you go to your academic adviser when you get any problems?

- Always 5%
- Usually 23%
- Never 43%
- Sometimes 18%
- Rarely 11%

Does your academic adviser ask about you periodically?

- Usually 11%
- Always 9%
- Never 27%
- Sometimes 32%
- Rarely 21%
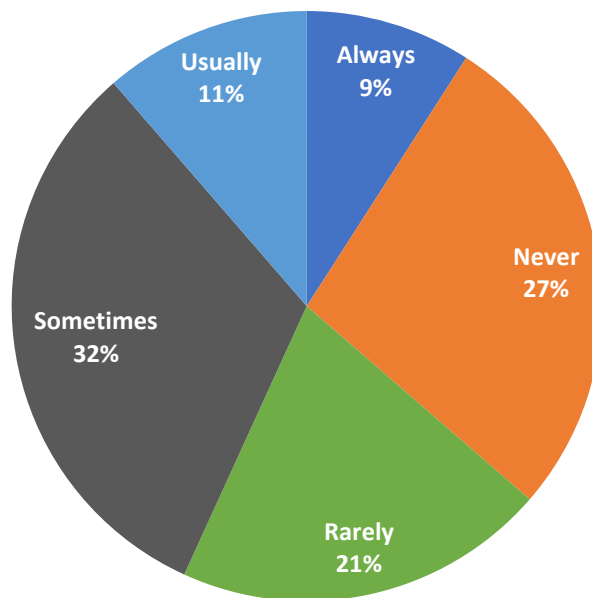
Does your academic adviser understand your language well?

- Maybe 25%
- No 18%
- Yes 57%

Did your academic adviser provide accurate information about course requirements?

- Strongly agree 7%
- Strongly disagree 11%
- Agree 21%
- Disagree 27%
- Neither agree nor disagree 34%
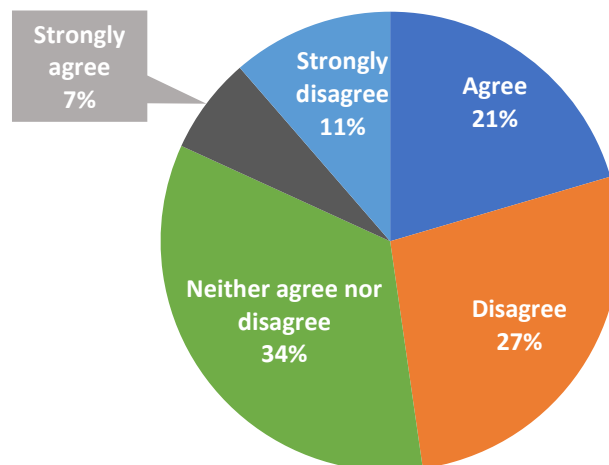
Has the academic adviser assisted you in developing a long term education plan?

- Agree 18%
- Disagree 30%
- Neither agree nor disagree 32%
- Strongly agree 2%
- Strongly disagree 18%
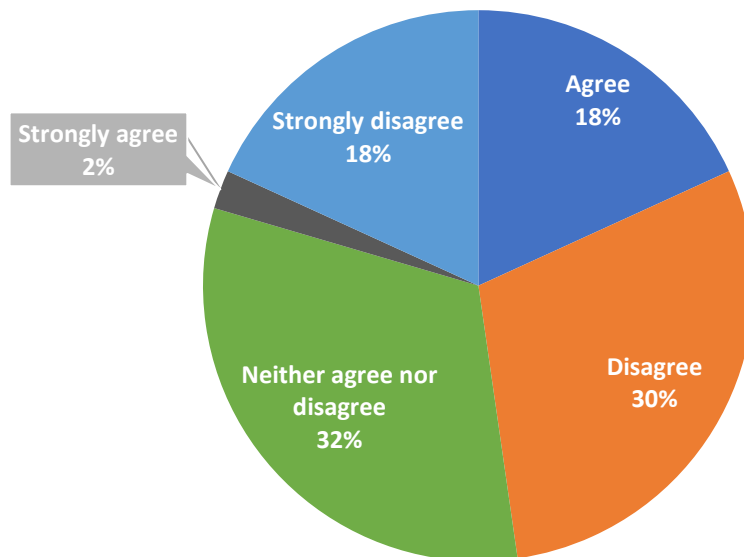
Has the academic adviser helped you make important education decisions regarding your academic career?

- Agree 11%
- Disagree 30%
- Neither agree nor disagree 30%
- Strongly agree 4%
- Strongly disagree 25%
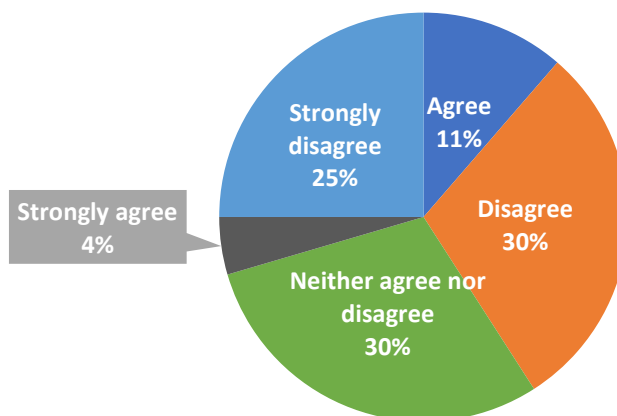
Academic Advisory System - Students Interview summarized answers

1- Based on our statistics we found that 50% of students didn't meet their academic advisors, in your opinion why that happens?

Because they are not convinced about academic advisory benefits, and some of them have a bad experience with their academic advisors.

2- In your opinion, what is the number of enough visits to advisors per month?

The answers were between 1 – 4.

3- In your opinion, why students don't understand academic advisory benefits?

There is not enough awareness about that, and their advisors haven't talked about that.

4- What are the effects of advisor's asking about students periodically?

That makes the students feel there is someone who can help them when they need and care about them.

5- Based on our statistics we found that 43% of students don't go to their academic advisors when they face a problem, in your opinion why that happens?

Sometimes they don't have a strong relationship with their advisors, so they don't resort to them.

6- How do you assess the ability and experience of the academic advisor to solve your problems?

They need to be improved.

7- Do you think your advisor has enough information about the study plan and courses?

No.

8- How does your advisor help you to develop the study plan?

They do not help students in this case anyway.

9- How can your academic advisor help you to make important decisions in your academic career?

By share some experience with students, try to help them to find their passions, and guide them to improve their skills.

Use Case	Log in
Users	- Advisory unit members - Advisors - Students
Description	User logs in
Scenario	- Enter ID number - Enter password - Log in
Alternative	For incorrect login information, the systems will ask the user to re-enter the information
Preconditions	Should be an admin or a user
Postconditions	Main page appears
Fields	ID: Student ID or Employee ID Password: a password that has set by the user

Use Case	View students' information
Users	- Advisory unit members - Advisors
Description	Advisory unit member or Advisor requests to show some information about students
Scenario	- Choose the students - Determine the required information - Show the requested information
Alternative	
Preconditions	Should have logged in
Postconditions	Showing the requested information
Fields	

Use Case	Update information
Users	- Advisory unit members - Advisors - Students
Description	User update his information. Admin updates his information or user's information
Scenario	- Select information for update - Enter new information - Update information
Alternative	
Preconditions	Should have logged in
Postconditions	Information will be updated
Fields	

Use Case	Send a message
Users	- Advisory unit members - Advisors - Students
Description	User sends messages to another user
Scenario	- Select receiver of the message - Type in the message - Send the message
Alternative	
Preconditions	- Should have logged in - Students communicate with their advisors
Postconditions	The system will notify the receiver about the message
Fields	

Use Case	Read a message
Users	- Advisory unit members - Advisors - Students
Description	User reads his messages from inbox
Scenario	- Open inbox - Select a message - Open the selected message
Alternative	User can reply the message
Preconditions	- Should have logged in - Students communicate with their advisors
Postconditions	The system will notify the receiver about the message
Fields	

Use Case	Filling the documents
Users	Students
Description	Students have a list of required documents. They choose a document and fill it
Scenario	- Select a document - Fill it - Submit
Alternative	
Preconditions	Should have logged in
Postconditions	A document will be filled
Fields	

Use Case	Printing formal documents
Users	- Advisory unit members - Advisors - Students
Description	User chooses a document to print it
Scenario	- Select a document - Print it
Alternative	
Preconditions	Should have logged in
Postconditions	A document will be printed
Fields	

Use Case	Assigning a student to an advisor
Users	- Advisory unit members
Description	Advisory unit member assigns a student to an advisor
Scenario	- Open students' list - Select a student(s) - Select an advisor from advisors' list
Alternative	
Preconditions	Should have logged in
Postconditions	- Student(s) will be assigned to an advisor - Student(s) and advisor will be notified about this assignment
Fields	

Enter interface:

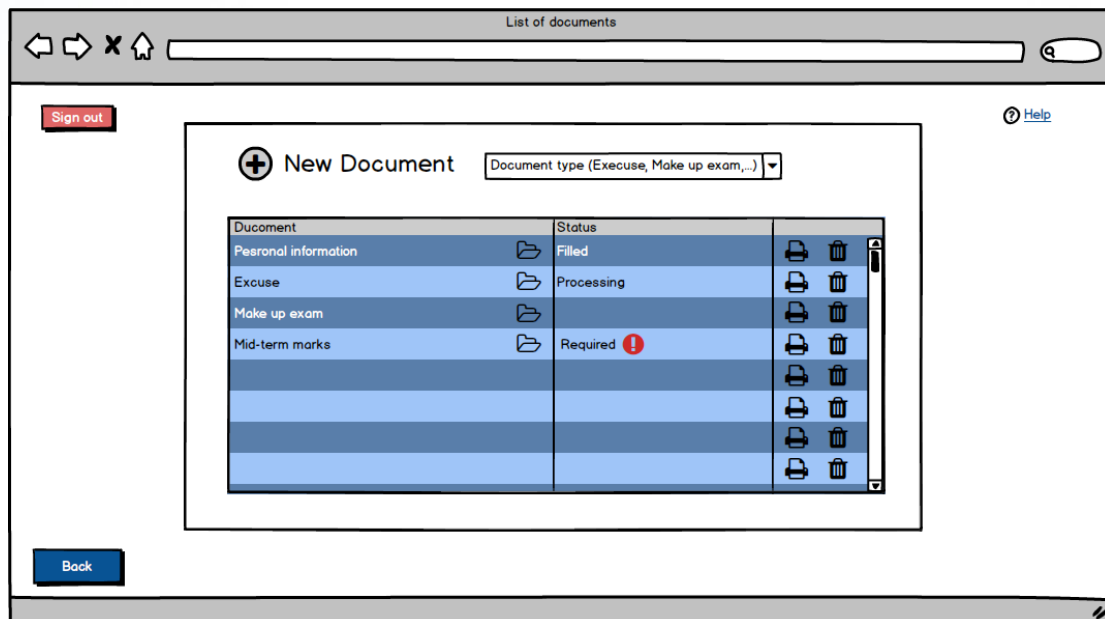View student's information:

Update information:

Send messag:

Inbox:

Read message:

Select ducoment:

Assigning student to an advisor :