



UNIVERSITY OF LAGOS

2-DAY TRAINING FOR SUB-DEANS, COURSE ADVISERS AND FACULTY OFFICERS

Roles and Functions of Course/Academic Advisors

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Goals of the Discussion:

Course
Advising:
who, what,
why?

Key
Advising
Skills

Tips for
Effective
Advising

“It is hard to imagine any academic function more important to student success and institutional productivity than advising.”

George Kuh (1997) The student learning agenda, *NACADA Journal*





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Course/Academic Advising: what is it?



Course/Academic Advising: what is it?

- Academic advising is the process of *helping* students *plan* and *achieve* their *academic goals*
- Course advisers provide guidance on course selection, degree requirements, and academic policies



Support

- Course advisers are also responsible for providing student support.
- They offer guidance on personal and academic issues, connect students to opportunities, and help them navigate the university system.



Mentorship



Course Advisers empower students to reach their fullest potential by providing *mentorship* and *assistance* throughout their stay in the University



Advisors ask What, Why, and How Questions

- How are you changing as a result of your education?
- What are your goals for your education?
- How can you make the most of your time in the University?
- What skills are you developing? What skills do you need to develop, and how will you do this?



Duties and Responsibilities of a Course Adviser

Help students understand course selection and graduation requirements

Provide information on scholarship opportunities and additional learning resources

Ensure students make informed decisions to achieve their educational goals



Duties and Responsibilities of a Course Adviser

**Listen
responsively and
provide or refer
appropriate
support to
students**

**Monitor
academic
performance of
students and
provide advise
for
improvements
where necessary**

**Departmental
resource person
to the students**



Assisting Students in Setting Realistic Academic Goals



Supporting Students in Overcoming Academic Challenges



Collaborating with Faculty and Administration



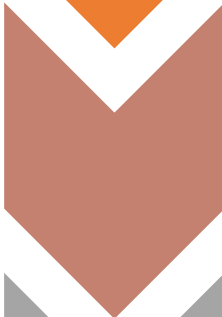
Ensuring Compliance with Academic Policies and Regulations

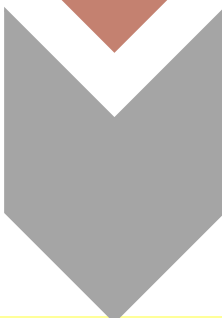


In Summary...

Course Advisers “teach” students to...

- 
- apply decision-making strategies
 - value the learning process

- 
- set priorities and evaluate actions
 - develop thinking and learning skills

- 
- make choices
 - excel in their career.





Key Advising Skills

“An excellent advisor does the same for the student’s entire curriculum that the excellent teacher does for one course.”

**Marc Lowenstein,
2005**



Course/Academic Advising Skills



Tips for Effective Advising

Show sincere interest,
understanding and respect

Establish a warm, genuine, and
open relationship with students

Be available, keep office hours and
appointments



Tips for Effective Advising

Do not make decisions for students



Maintains confidentiality of information



Meet with students regularly, at least twice in a semester





Always Remember

“The Course / Academic advisor is the first line counsellor to students, representing both the department’s and student’s interest.”



“The success of students and the success of the institution are inseparable”



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Thank you!!!

Questions

and/or

Comments?

