

Academic Advising The Key to Student Success

**HLC Academy
January 2015**

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Purpose & Function

- 1. The purpose of academic advising is to help students select a program of study to meet their life and vocational goals.**
- 2. Academic advising is the second most important function in the institution. If it is not conducted with the utmost efficiency and effectiveness, the most important function in the institution—instruction—will fail to achieve its purpose of ensuring that students succeed in navigating the curriculum to completion.**



What Is Academic Advising ?

- 1. Exploration of Life Goals**
- 2. Exploration of Vocational Goals**
- 3. Program Choice**
- 4. Course Choice**
- 5. Scheduling Courses**



Knowledge & Skills Required

Exploring Life Goals

- **knowledge of student characteristics and development**
- **understanding of decision-making process**
- **knowledge of psychology and sociology**
- **skills in counseling techniques**
- **appreciation of individual differences**
- **belief in worth and dignity of all students**
- **belief that all students have potential**



Knowledge & Skills Required

Exploring Vocational Goals

- all under “exploring life goals” plus the following:
- knowledge of vocational fields
- skill in interpretation of tests
- understanding of changing nature of work in society
- acceptance of all fields of work as worthy and dignified



Knowledge & Skills Required

Program Choice

- **knowledge of programs available in the college**
- **knowledge of requirements of programs**
- **knowledge of university requirements for transfer programs**
- **knowledge of how others have performed in the program**
- **knowledge of follow-up success**



Knowledge & Skills Required

Course Choice

- **knowledge of courses available**
- **knowledge of any special information regarding courses (prerequisites, offered only in certain times, transferability)**
- **rules and regulations of the college regarding probation and suspension, limit on course load (academic and work limitations)**
- **knowledge of honors courses or remedial courses**
- **knowledge of instructors and their teaching styles**
- **knowledge of student's ability through test scores, high school record, etc.**
- **knowledge of course content**



Knowledge & Skills Required

Scheduling Courses

- **knowledge of schedule**
- **knowledge of the systems of scheduling and changing the schedule**
- **knowledge of work and commuting requirements**

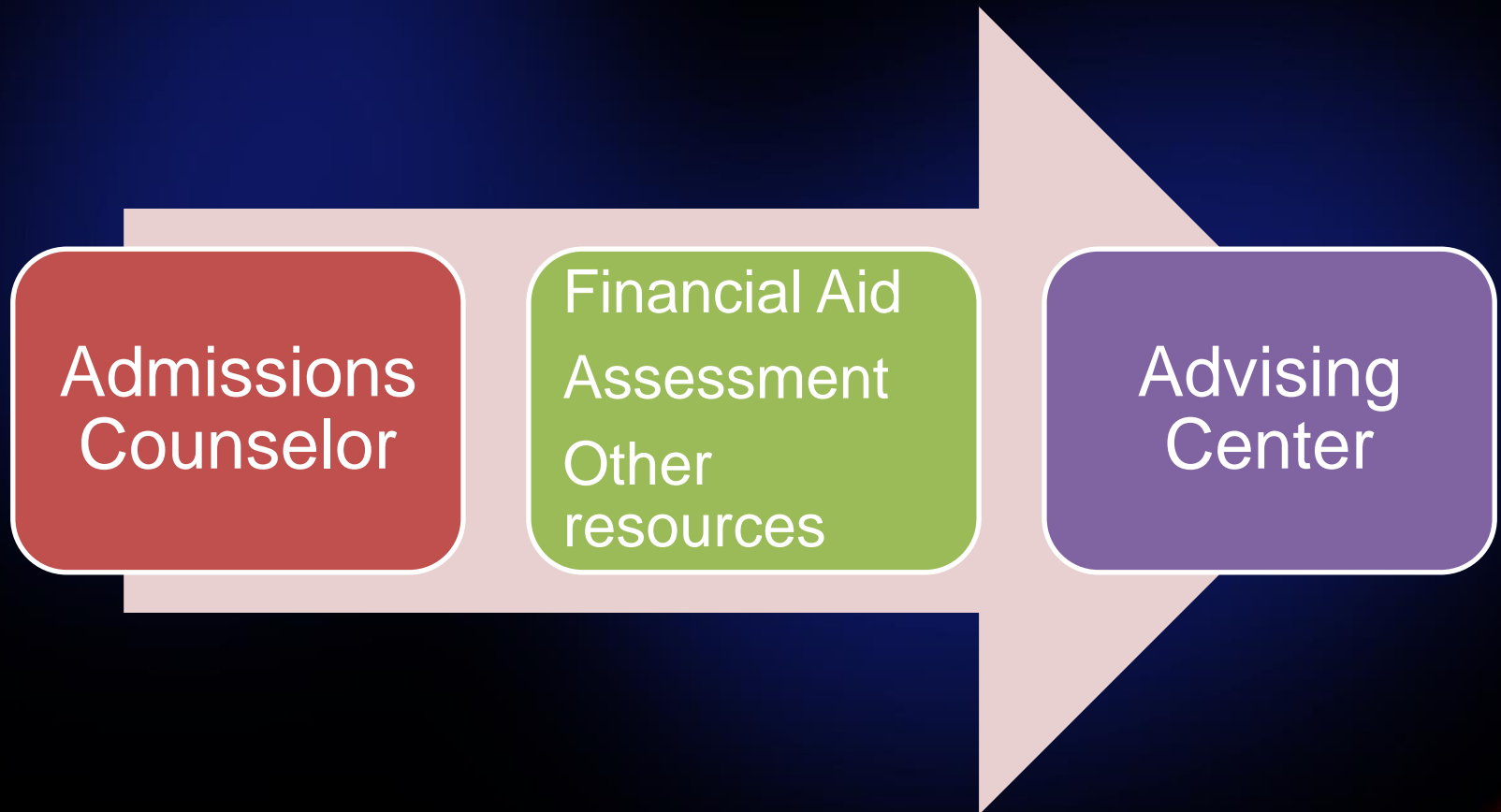


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Advising the New Student



Returning Student—No Major

Assigned
Advisor in
Advising
Center

Other
Resources

Assigned
Faculty
Advisor



Returning Student--Major

Assigned
Faculty
Advisor

Other
Resources

Permission
to self-
enroll



Advising Philosophy

- **Attend to the whole student**
- **Personalized approach begins upon entry**
- **Monitor progress toward key milestones**
- **Intervene with differing levels of support based on unique needs**



Guidelines: Academic Advising

- 1. University leaders view advising as significant**
- 2. A model designed for the university**
- 3. Advising integrated with admissions, assessment, placement, orientation, etc.**
- 4. Team approach with roles and skills defined for students, faculty, counselors, special advisors, and volunteers**
- 5. Sensible student load**



Guidelines: Academic Advising

- 7. Adequate number of professional counselors**
- 8. Sufficient clerical help**
- 9. Collaboration between academic affairs and student affairs**
- 10. Technology to support the process**
- 11. Required staff development**
- 12. Program of continuing evaluation**



Academic Advising
The Key to Student Success
2013

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Order from AACCC

