

Academic Advising

Academic advising is a **process of information exchange that empowers students to realize their maximum** educational potential.

LEVEL I ACADEMIC ADVISORS are designated **administrative staff** of the various Schools/Departments/Programmes.

They are members of the Academic Advising & Mentoring Committee.

Level I Advisors are the resource persons in their school/Department/Programme to provide information to students on:

- registration,
- how to use Banner,
- how to access available facilities and resources,
- details of the academic advising and mentorship programme, co-curricular and extra-curricular activities, and
- general advice on adjusting to and managing the current level of study.

LEVEL II ACADEMIC ADVISORS are the **course convenors/clerkship coordinators** in all Schools/Departments/Programmes.

They will be responsible:

- for meeting with students who self-identify or are recognized as having academic problems.
- They will also have academic advising sessions with all students who fail courses/clerkships.

Meetings with Level II Academic Advisors can be advisor- or student- initiated and should result in the necessary advice/guidance, additional academic support or referral for non-academic support, so as to avoid major academic failure.

Level II Academic Advisors also provide advice related to leave of absence and deferral of examinations.

Contact with Level II Academic Advisors will continue formally only for the duration of the course/clerkship.

PATHWAY FOR ADDRESSING STUDENT CONCERNS

Students should contact following persons, where applicable starting at Level 1 Advisors and follow the hierarchy if there is no redress.

Academic advising forms must be used and completed by both student and the advisor

Level 1. Designated Administrative staff

Level 2. Lecturer/Tutor/Clerkship coordinator

Level 3. Unit Head

Level 4. Head of Department

Level 5. Director of School

Level 6. Deputy Dean

Level 7. Dean

Level 8. Deputy Principal