

CAREER AND ADVISING SERVICES

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OVERVIEW

Career and Advising Services (CAS) performs the following general functions :

- Coordinate and organize all Student Advising and Registration (STAR) sessions, campus-wide advisor training and/or activities;
- Provide academic advising for undeclared students and select student populations through the Student Success Program;
- Assist students with exploration of college majors and/or career options and provision of informational resources to support that function, and
- Assist students with securing employment experiences while attending college and assist students and alumni in securing professional career opportunities through a variety of employment placement resources.

CAREER EXPLORATION

Students who are in the process of selecting a major and/or determining a career to pursue following graduation are welcome to participate in various career exploration activities. Assessments, a college course, and the DISCOVER® system (an internet-based career information system) are available for students who are considering how their interests, values, and skills relate to the world of work. Computers with Internet access are available for career/employer research. Graduate school information including graduate school entrance examination materials are available in the CAS career resource library. Individual appointments with career counselors and access to the career resource library may be obtained at CAS.

JOB SEARCH

To enhance and finance their college education, many students may choose to work while pursuing their degree. The Job Match Program provides these students with job opportunities which "match" their particular interests. Listings are available in the CAS office. Students who register with this program may be contacted when appropriate referrals become available.

EMPLOYMENT RELATED ACTIVITIES

To assist current students and prospective graduates in the job search process, a variety of programs and activities are available. Materials focusing on resumes, cover letters, interviewing skills, placement/credential files, professional and meal etiquette, and other job search topics are available for students. In addition, students are encouraged to speak with a career counselor individually to discuss their job search, participate in a mock interview, and/or receive a constructive critique of their materials.

EDUCATIONAL ADVISING

At LCSC, educational advising is viewed as the foundation for a successful academic program. Advisors assist students in selecting courses to meet the college's various degree and certification requirements. All degree-seeking students are required to meet with an advisor prior to registering for classes each term. Advisor assignments occur when a student completes a Program Information Form (PIF). These forms can be obtained from the Office of Admission/Registrar or any Division office of their respective major. Students who have chosen a major will be assigned an advisor within their division.

UNDECLARED STUDENT ADVISING

LCSC encourages the enrollment of students who are unsure of their educational career goals. The professional staff located in the CAS office will advise these students regarding General Education Core requirements until a student chooses a major to pursue. As part of the advising experience, students will be encouraged to move toward choosing a major by taking advantage of the numerous career exploration offerings through CAS.

STUDENT SUCCESS ADVISING

Through a comprehensive support and intervention program, the CAS office works directly with students to help ensure academic success. Conditionally Admitted Academic students will be referred to the CAS office for consultation and assistance regarding progress toward their General Education Core completion requirement. CAS informs advisors in the instructional divisions about requirements and notifies them of the status of their current advisees. CAS staff regularly make contact with first year students who are referred by faculty and/or showing signs of academic distress. Students who are entering, or re-entering, through the petition process may also be referred to CAS for advising and assistance in navigating their initial semesters at the college. Staff will provide information about services and support available to them during their college career.

STAR – STUDENT ADVISING AND REGISTRATION

STAR is the event during which new (or returning after five years) students are advised and registered for the coming semester. STAR events provide information about financial aid, payments, what to expect from college, and how to register. STAR events offer an atmosphere in which new students can ask questions and learn basic information about their college experience. STAR events are offered in both "large group" and "small group" formats, depending upon the time of year.

PEER ADVISING PROGRAM

CAS offers a peer advising program through which qualified LCSC students can participate in the advising process for new students to the college. Interested students can contact the CAS office for more information about this program.