
SUBJECT: EDUCATIONAL ADVISING

A. Philosophy

Educational advising is a fundamental responsibility of full-time faculty members at LCSC, supporting the general education mission of the College. Advising is central to the faculty members' responsibilities. Full-time faculty share in this important responsibility to students, and their performance in advising is part of the evaluation of their professional contributions to the College.

Educational advising is a comprehensive process which promotes academic, vocational, career, and personal student development. It provides a decision-making framework and ensures a growth-fostering interaction through which the student, aided by the faculty advisor, comes to realize the maximum educational benefits available to him or her. Educational advising is the responsibility of both student and advisor. The advisor is responsible, first of all, for comprehensive and correct information. An advisor is a facilitator of communication, a coordinator of learning experience, and a referral agent, who helps the student define and develop realistic academic and career goals, perceives the needs of the student in attaining these goals, and then helps the student in successfully matching these needs with the available institutional resources. The student gathers information, evaluates the information, considers his/her personal values and goals, and makes the final decisions. Thus, the advising process affects the student's educational advancement and fosters the clarification of his/her attitudes, self-concept, and intellectual and personal development.

B. Institutional Responsibility

The College recognizes its responsibilities to provide information and training for faculty advisors. To this end LCSC will:

1. conduct workshops to assist faculty members in improving their advising skills;
2. provide accurate and up-to-date information pertaining to student advisees (i.e., credit evaluations, test scores, transcripts, etc.);
3. inform students as to their responsibilities related to advising;
4. distribute and continue to update an advising handbook for faculty.

SUBJECT: EDUCATIONAL ADVISING

C. Purpose

The purpose of educational advising is to assist the student to understand and to reach the goals of his/her educational program at LCSC. To this end, the advisor has the following responsibilities:

D. Faculty Responsibilities

1. fosters the student's sense of responsibility for his/her life-long educational progress;
2. helps the student clarify educational values and goals;
3. assists the student in using the varied educational resources of the college
4. provides accurate information about educational options, academic requirements, policies and procedures;
5. helps the student plan and monitor an educational program consistent with his/her interests and abilities;
6. guides the progress of the student within a major field of study; provides assistance for career exploration;
7. assists the student in keeping an accurate record of progress toward graduation;
8. attends workshops to improve advising skills;
9. refers students to other campus services as needs arise.

E. Student Responsibilities

Students have a large responsibility in the advising system and should take the initiative in seeking advisement and developing positive relationships with their advisor. In order to do this effectively, students should:

1. learn the name and office location of their faculty advisor

SUBJECT: EDUCATIONAL ADVISING

early in the semester;

2. schedule appointments early in the advisement period and be prepared for advisement (students should have a copy of the course schedule, have an idea of the classes they plan to take, and be able to discuss their interests and goals with their advisor);
3. become familiar with general education requirements, graduation requirements and program requirements;
4. consult with their advisor concerning changes in their approved schedule (i.e., drop/add);
5. consult with their advisor when they are having academic difficulty;
6. consult with their advisor before changing majors, transferring to another college, or withdrawing from college;
7. meet with their advisor at least twice during each semester, once during the semester and again prior to pre-registration for the next semester.

The educational advising process is an integral part of students' educational experience. There is no doubt that effective advising can motivate students, enhance their learning experience, and prevent their premature departure from the institution. If it becomes necessary to suggest to a student a change of goals, institutions, type of higher educational or vocational training, academic discipline, or even withdrawal from college, this would be carried out in an atmosphere of caring and trust.