

ADMINISTRATIVE RULE NO: 4010-02
RELATED TO POLICY SERIES NO: 4010

TITLE: LBCC STUDENT ADVISING

POSITION STATEMENT

Academic advising is an essential function of the college. High quality advising contributes to the learning process by assisting students in making effective use of learning opportunities and increasing retention.

Advising is the ongoing process of helping a student clarify academic goals and develop education plans for the realization of these goals. Communication and information exchanges between student and advisor are critical to the process of reviewing academic progress and coordinating a student's learning experiences.

PHILOSOPHY OF THE LBCC ADVISING SYSTEM

- A. The needs and goals of the student shall be the prime motivating factor of the LBCC advising system.
- B. Advising shall be available for LBCC students. The college carries a responsibility for notifying students of the advising process.
- C. The quality and availability of advising shall be uniform throughout the college's programs and departments.
- D. Advice given shall be consistent with program requirements and institutional policy including recommendations of the Committee on Assessment, Placement, and Advising (CAPA).
- E. All pertinent staff members, including classified, faculty and management, shall understand their role regarding the advising system.
- F. Advising can provide the structure that students require to function in a learning environment.
- G. College orientation will be available to all new students each term.

IMPLEMENTATION STATEMENTS

- A. The college, as a whole, shall maintain a comprehensive system of advising. Students shall be informed of this system.
- B. The college shall recognize the importance of advising by properly staffing and funding the advising system.

TITLE: LBCC STUDENT ADVISING (AR 4010-02)

- C. The college shall provide opportunities for staff development regarding the advising system.
 - 1. The in service program shall be directed at improving advising skills and shall stress the importance of advising for students.
 - 2. The Career & Counseling Center should furnish advisors with current copies of Oregon college catalogs as requested.
- D. The advisor should recognize (or know) his/her advisees.
 - 1. All students must indicate a major on the registration form when registering for credit classes no matter how many credits are carried.
 - 2. The registrar should supply a list of majors to divisions and advisors as soon after registration as possible.
- E. Student advisors should be readily available and easily found by the student.
 - 1. Each division should post the names of advisors on doors and other conspicuous locations.
 - 2. Current lists of major advisors with office and phone numbers should be listed in the schedule of classes.
 - 3. Lists of major advisors should be listed in the catalog by program.
- F. Off-campus centers should provide advising.
- G. The selection of advisors shall be based upon the most qualified person (staff or faculty) available to assist the students with questions they may have regarding programs.
 - 1. Advising of undecided majors is a Counseling Department responsibility. As soon as a student has declared a major, advising becomes a division responsibility.
 - 2. Counseling should assist undecided students in choosing majors or/and career options. Career counseling shall be provided as needed.
- H. All new, full-time, matriculated students shall be required to meet with a counselor or program advisor before registering for classes. The college shall inform the student what advising is available, what the student's specific responsibility is in the advising process, and what the deadline is for participating in advising.
- I. Each quarter, both full-time and part-time students wishing advising shall have the opportunity for group or individual advising.

TITLE: LBCC STUDENT ADVISING (AR 4010-02)

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 11/4/97