

BCLA Shared Advising Model

Resource Guide for Faculty Advisors

BCLA's new advising model

- Through the collaboration of shared governance, in fall 2016 BCLA shifted advising models from a faculty-only to a shared-system model.
- Under this shared- system of advising, students have a designated faculty advisor/mentor assigned according to a student's major, as well as access to a professional advisor located in BCLA through based in an advising center.
- Under this model, faculty advisors and BCLA professional advisors have specific roles in assisting students with their academic trajectory.
- For this model to succeed, strong collaboration between faculty advisors and professional advisors is essential to ensure students' academic success at BCLA and LMU.

The BCLA Advising Center

The BCLA Advising Center is an additional resource to help students stay on top of their academic progress, but does not replace the important role of faculty advisors in BCLA. The Advising Center is staffed by two full-time professional academic advisors and support staff.

[Meet the BCLA Advising Team!](#)

The BCLA Advising Center is open:

- M-F 10 am - 4 pm for walk-in hours
- M-F 8am-5pm for scheduled 30-minute advising appointments (book via website)
- Advising Center Contact Information:

Location: University Hall 4600

Phone: 310.338.7365

Email: BCLAAdvising@lmu.edu

Under the shared-advising model, what is my role as a Faculty Advisor?

Faculty advisors continue to provide academic advising by guiding and mentoring students in their development of a curriculum that reflects their interests, and prepares them for meaningful careers, public service, and life-long learning. More specifically, faculty advisors assist students with the following advising needs:

- 1 Understanding major requirements, making a major course plan or changing majors/ minors
- 2 Completing CAPP adjustments for major specific issues
- 3 Discussing students' interests about their major, research & internships
- 4 Discussing plans for graduate school or careers

Under the shared-advising model, what is the role of the BCLA Advising Center?

The BCLA Advising Center has professional advisors available by walk-in or appointment in UHall 4600 to assist students with the following advising needs:

- 1 Understanding core requirements
- 2 Creating academic plans for degree completion
- 3 Understanding CAPP Reports and CAPP Adjustments and Processing academic forms
- 4 Transfer, study abroad & summer coursework questions
- 5 Questions about Registration process
- 6 Probation, Degree Clearance, Senior Checks

What should students expect from their Faculty Advisor?

- 1 Faculty advisors should have extensive knowledge about major requirements & course policies and be able to navigate the student CAPP report
- 2 Faculty advisors should have scheduled and posted office hours for advising appointments
- 3 Meeting with their faculty advisor within their first semester at LMU in order to register for the next semester
- 4 Counseling for major a specific decisions (course, career, research, internship, graduate programs)
- 5 Receiving outreach from their advisor about attending events or individual meetings to discuss their academic or career goals
- 6 Referrals to other offices when appropriate

What advising resources are available?

- [Further information on the BCLA Advising Center](#)
- [Schedule an Appointment with BCLA Advisor](#)
- [Student Advising resources](#)
- [LMU Bulletin](#)
- [University Core Resources](#)
- [Community of CARE](#)
- [NACADA Faculty Advising Resources](#)