



## Bellarmino College of Liberal Arts (BCLA) Advising Center Syllabus

4600 University Hall  
 Hour of Operation: M-F 8am-5pm  
[bclaadvising@lmu.edu](mailto:bclaadvising@lmu.edu)

[Virtual Walk-in Hours: M-F 10-12, 3-5](#)  
[Schedule an Appointment](#)  
[Advising Center Website](#)

### Mission

At LMU, advising is central to the university mission; advising in BCLA is a student-centered teaching and learning interchange that supports the mission of diversity, equity, inclusion, and anti-racism at LMU. With active student participation, academic advising is a developmental process that addresses holistic student success through which students may create and refine their academic goals and plans. Advisors help students enhance and develop an academic and professional community through referrals, interventions, and exploration of students' strengths and intrinsic motivations.

Roles and Responsibilities in Academic Advising	
Advisor: listen and guide	Student Responsibility: learn and grow
Help students develop & modify plans to achieve academic goals	Use university advising tools (e.g.: Degree Works, the BCLA Website, and the LMU Bulletin) to make informed decisions on how to achieve academic goals
Respond to email inquiries within two business days and refer students to University services when appropriate	Read & respond to LMU email within two business days.
Clearly explain institutional policies and procedures to guide students through their academic career	Know and understand university policies, degree requirements, important dates, and deadlines
Listen actively in discussions and provide information and feedback for questions and concerns	Be open and flexible to options. Share problems & concerns
Facilitate an environment that is safe, respectful of student privacy and identities, and professional. Maintain thorough records of interactions with students.	Prepare, take notes, & ask questions during advising interactions
Be available through scheduled appointments group advising sessions, and emails during regular business hours.	Keep scheduled appointments or cancel with at least 24 hours' notice. Attend mandatory and regular advising meetings.
Discuss academic performance and its impact on students' future goals	Accept responsibility for decisions and actions that affect their academic career

Academic Advising Learning Outcomes	
Outcomes for Advisor	Outcomes for Student
Describe current and accurate advising information to students.	Discover program and university educational communities.
Engage students in exploratory dialogue. Collaborate with faculty advisors to support student intellectual discovery.	Identify and describe educational, professional, and life goals.
Employ and support information platforms that facilitate advising as well as communication with colleagues in relevant University offices	Correctly interpret the information on Degree Works report and apply the information on to course selection that enables degree progress.
Collaborate with students to monitor progress toward degree completion	Apply academic policies and procedures, as well as institutional, core, and program requirements to academic progress
Discuss, interpret, and apply student values and goals within LMU's framework of academic and student life offerings.	Identify influences on academic achievement and apply strategies for enhancing or addressing them.
In addition to modeling and teaching self-efficacy and offering resource referrals, provide direct support and intervention, when needed, for students at risk.	Identify and engage campus resources that help students reach their goals
Identify and refer students to educational, institutional, and community resources and services to ensure timely access to the most appropriate resources for student success.	Identify and engage campus resources that help students reach their goals

## Campus Resources

[Disability Support Services](#)

[Engaged Learning](#)

[Study Abroad](#)

[Academic Resource Center](#)

[Community of Care](#)

[Faculty Advising](#)

[Center for Professional Development](#)

[Academic Bulletin](#)

[Student Psychological Services](#)

[Student Health Center](#)