

Advising Policy

Updated 05.13.2024

The First-Year Experience Coordinator advises first-time freshmen during new student orientation. The First-Year Experience Coordinator and the Student Success Coordinator administer placement testing to first-time freshmen. The Admissions Office provides the First-Year Experience Coordinator with access to the student's high school transcripts and placement testing scores and uses them to determine the student's need for enrollment in developmental courses.

The First-Year Experience Coordinator helps students select courses for their first semester. In selecting courses, they refer to the appropriate Sample Plan of Study in the current LBHC Catalog.

New students stay under the supervision of the First-Year Experience Coordinator for their first semester. Students who must enroll in developmental courses have the option to stay with the Coordinator through their second semester. New students who enroll in non-developmental courses are assigned a faculty advisor after the first semester based on their signed declaration of major form. The student is reassigned to the appropriate faculty advisor if they choose to change their major.

Returning students meet with their assigned faculty advisors overseeing the student's declared program of study during the faculty member's designated office hours. Faculty advisors also have access to students' high school transcripts and placement testing scores, which are available in the students' admission file.

While students are ultimately responsible for monitoring their academic progress, the student's faculty advisor is responsible for providing guidance to the student in major and course selection. Faculty advisors monitor midterm and end-of-term progress. It is the student's responsibility to schedule meetings with their faculty advisor and to monitor their progress toward course and degree completion. Faculty advisors evaluate the student's grades, attendance, and course selection by referring to the plan of study. In addition, the faculty advisor also informs students of any internship opportunities, school-related information, and/or licensure requirements (when applicable).

Faculty advisors and the returning student begin a plan of study within their first advising meeting.

The Dean of Students administers the advising satisfaction survey to students at the end of every semester to evaluate students' experience with advising.

The Dean of Academics ensures that LBHC provides the faculty with advising and/or advising-related training a minimum of once annually.