



AP 5110 Counseling

References: California Education Code Sections 72620 and 72621
Title 5 Section 51018
ACCJC II.C.5

1. Counseling services adhere to the principles set forth in the Academic Senate for California Community Colleges “The Role of Counseling Faculty and Delivery of Counseling Services in the California Community Colleges” (2012) and “Standards of Practice for California Community College Counseling Programs” (2008).
2. The Counseling Department provides academic, career, and personal counseling. All students have an opportunity to meet with a counselor who will assist them with educational planning, career exploration, and life skills development.
3. Counseling faculty will be primarily responsible for:
 - a. Academic Counseling:
 - i. Providing one-on-one counseling appointments to develop educational plans, which includes the evaluation of transcripts and processing of appropriate documents.
 - ii. Assisting students with short-term and long-term goals as it pertains to earning a certificate, AA/AS degree, AS-T/AA-T degree, or transfer planning.
 - iii. Reviewing and verifying degree and certificate completion and assisting students with graduation petitions and transfer applications.
 - b. Career Counseling:
 - i. Providing career counseling, which involves assessing students’ personalities, values, interests, and aptitudes and interpreting their career assessments.
 - ii. Assisting students with selecting majors that align with their career assessment results, researching different occupational options, identifying current and future employment trends, and other career exploration tasks.

- c. Personal Counseling:
 - i. Providing personal counseling to help students effectively balance personal, family, or other social concerns that affect their educational goals and plans.
 - ii. Assessing need and connecting students to appropriate on-campus services as well as community resources such as tutoring services, mental health counseling, financial aid, academic accommodations, and food and housing assistance.

- d. Teaching Counseling Courses:
 - i. Empowering students with academic strategies and life skills critical to college success through the teaching of Counseling courses.
 - ii. Developing curriculum to address and meet the changing needs of our diverse student population.

- e. Providing Group Counseling Services:

Coordinating efforts to inform students of District programs and educational opportunities through the facilitation of online and in-person workshops.

- f. Providing Counseling Services to Students Participating in Other College Services:

Coordinating with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those services provided in programs with special needs, skills testing programs, financial assistance programs, and job placement services.

- g. Academic Standing Interventions:

To ensure student success, mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students.

- h. Participating in Shared Governance:

Counselors will participate in the shared governance process of the College and will provide counseling expertise in the design and implementation of federal and state initiatives.

- i. Confidentiality of Counseling Information

The Counseling Department shall comply with all applicable legal requirements regarding the protection of personal and/or confidential information.

Reviewed and Endorsed by CPC: 09/28/2021