

1. The counseling services available in the District’s counseling program include at least the following:

**A. Educational Planning Process**

1. Academic counseling to assess student readiness, goals, and skill levels.
2. Career counseling to provide guidance to students in assessing interests, personality, values, skills, and career readiness for majors and current and future employment trends.
3. Personal counseling to assess personal, family, employment and other social concerns that may pertain to strengthening student success.
4. Coordination with other student and academic support services and instructional resources to enhance student success, including but not limited to programs for students with special needs, veterans, foster youth, skills testing programs, financial assistance programs, tutoring and Supplemental Instruction.

- B. Development of a Student Educational Plan (SEP) to assist students in preparing for career, transfer, or associate degree readiness that reinforces academic support services, goal attainment, and skill development.**

2. Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or designee when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Superintendent/President or designee as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property loss(es) will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

3. Counseling services and procedures shall be reviewed at least every four years to assure quality, efficiency, and accountability.

4. Members of the counseling staff shall be assigned specific times to counsel students directly and to participate in other approved District functions.
5. To the extent feasible, the District will provide all students, regardless of their class attendance schedules, the opportunity to use comparable counseling services.
6. Appointments
  - A. Counseling appointment times may be adjusted based on student demand. During periods of high demand, alternative modes of delivery such as group, walk-in, and classes may be used in lieu of individual appointments.
  - B. During registration and other periods of high demand, priority for appointments may be given to fully matriculated students, new students, or students at risk.
  - C. Students who miss three consecutive scheduled appointments without canceling will be denied appointment privileges for the remainder of the term. Such students may participate in walk-in counseling during this period.
7. In order to help assure student success, mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students. Students failing to comply with these mandates may be subject to a loss of registration priority or other penalties imposed by the District.
8. Employees other than counselors may participate in an organized advisory program provided they are supervised by a District counselor or a College administrator assigned to that general function.

References:

Education Code Sections 72620 and 72621;  
Title 5 Section 51018