

**Cochise College
Administrative Policy**

Category: Students

Policy Number: 4010

Title: Counseling and Advising Program

Dean of Student Services is responsible for the Counseling and Advising Program throughout the College district.

**Procedure 4010.1
Counseling and Advisement**

Counselors, fulltime faculty and associate faculty participate in the Advising Program. Counseling (personal, academic, career) takes place both by appointment and on a drop-in basis. No records related to personal counseling are retained. Confidentiality will be maintained in accordance with state statutes and regulations. Counselors and advisors create degree plans for degree seeking students.

**Procedure 4010.2
Testing Services**

Placement assessment and career inventories are available district wide to students on request. Faculty may schedule student makeup tests through coordination with the testing staff as space allows. GED, CLEP and other standardized tests are available at some campus locations.

**Procedure 4010.3
Career Planning**

Counselors provide career planning services to students upon request.

**Procedure 4010.4
Community Campus Counseling**

A counselor will visit off-campus centers on a periodic basis throughout the year to provide counseling and advising information to Cochise College students.

Periodically the Counseling Department responds to requests to make visits to individual schools to talk with students interested in Cochise College.

Procedure 4010.5
Counseling Program - Nursing Admission

The Counseling Department's will work cooperatively with the Nursing Department in providing information regarding the Nursing Program to interested people. Each year the Nursing Department shall publish the admissions criteria and process.

Procedure 4010.6
Degree Checks

The counselors and academic advisors are responsible for performing degree checks for December and May graduates. It is their responsibility to see that the file is in order and the degree requirements have been met, before seeking the approval of the Registrar to issue a diploma or certificate.