

## **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 assessments are available district wide to students on request. Faculty may schedule student makeup exams through coordination with the testing personal as space allows. CLEP, GED, career inventories, standardized exams, certification exams, and proctoring for other institutions are available at some campus locations.

Candidates using the testing facilities must adhere to the following rules:

1. Testing is by appointment
2. Walk-ins permitted only when space and testing personnel are available
3. Must sign in
4. Photo Identification required
5. All items must be stored in lockers or in designated area
6. Electronic devices are not allowed in the testing area (as an exception, calculators may be permitted when specified by instructor)
7. Food & drinks are not allowed in the testing area
8. Candidate must sit in assigned seat
9. Turn in all exams, answer sheets & scratch paper
10. Children are not allowed in the testing area or alone in the waiting area
11. Candidates are responsible for paying all testing fees before the exam is administered
12. Exam timing is strictly enforced

### **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 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.