



AP 5110 Counseling

1. Provision of Counseling Services

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services that include, but are not limited to, the following:

- **Academic Counseling:** Students are assisted in assessing, planning, and implementing their immediate and long-range academic goals. Counseling faculty review and verify degree and certificate completion and assist students with graduation and transfer applications.
- **Transfer Counseling:** Students are assisted in the selection of courses for admissions to four-year universities (UC, CSU, or private institutions). It involves creating a comprehensive SEP, ensuring completion of transfer requirements such as CalGETC, and exploring admissions options.
- **Career Counseling:** Students are assisted in assessing their aptitudes, abilities, and interests, and are advised concerning current and future employment trends.
- **Personal Counseling:** Students are assisted with personal, family, or other social concerns when that assistance is related to the student's education.
- **Service Coordination:** Counseling faculty shall coordinate with other campus services, including programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.
- **Teaching Counseling Courses:** Empowering students with academic strategies and life skills critical to college success through the teaching of Counseling courses. Counseling faculty develop curriculum to address and meet the changing needs of our diverse student population.
- **Academic Standing Interventions:** Counseling faculty help ensure student success by developing and facilitating mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students.

2. Counseling Support

Counseling shall make every effort possible to offer counseling services for the following populations:

- All first-time students enrolled for more than six units.



- Students enrolled provisionally.
- Students on academic or progress probation.

3. Student Education Plans (SEP)

The District shall establish a process to assist students in identifying an education goal and course of study as soon as possible after admission. All non-exempt students shall be provided with an opportunity to develop an SEP.

A. Types of Plans

- **Abbreviated SEP:** One to two terms in length and designed to meet the immediate needs of students for whom a comprehensive plan is not yet appropriate.
- **Comprehensive SEP:** A tailored plan that accounts for a student's interests, skills, career goals, major, and credit for prior learning. It delineates all course, program, and other requirements for the certificate, degree, or transfer.

B. Timelines and Milestones

- **First-Year Requirement:** To the maximum extent possible, a comprehensive education plan shall be provided to non-exempt students before the end of their first academic year.
- **Credit Milestones:** Students are required to complete a comprehensive SEP after completing 15 semester units of degree-applicable credit or prior to the end of the 3rd semester of enrollment.

4. Accessibility, Maintenance, and Non-Duplication

The District is committed to the following standards for education planning:

- **Electronic Recording and Access:** All SEPs shall be accessible, timely, and recorded in electronic form. SEPs include courses planned on a timeline with an anticipated completion date, as well as an Education Plan Summary. SEPs must be recorded in the District's official electronic system by authorized District faculty to ensure they are accessible, timely, and accurately reflect program progress.
- **Continuous Review:** The SEP and its implementation shall be reviewed as necessary to ensure it continues to accurately reflect the program progress, needs, and goals of the student.
- **Non-Duplication of Services:** The District shall make a reasonable effort to not duplicate education planning processes, including for students participating in special programs such as EOPS, ACCESS, NextUP, UMOJA, CalWORKs, veterans



education benefits, or athletics. To maintain the integrity of student records and course scheduling data, the District does not recognize, record, or accept "abbreviated" or "comprehensive" plans developed by external agencies or non-District personnel.

- **Coordination of Scheduling:** Instructional and student services departments shall use data from SEP efforts to coordinate course scheduling.

5. Institutional Responsibilities and Student Rights

- **Registration Holds:** Failure to fulfill required services, such as orientation or developing an abbreviated SEP, may result in a hold on a student's registration.
- **Student Complaints:** If a student believes the District has failed to make good faith efforts to develop an SEP or provide the specified services, they may file a complaint pursuant to section 55534(a).

6. 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 CEO or other persons 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 CEO or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

References:

Education Code Section 72620

Title 5 Sections 51018, 55523, 55524, 55530, 55531, 55534(a).

ACCJC Accreditation Standard 2.7