

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Services
POLICY/PROCEDURE: Counseling
DATE: March 1, 1993
REVISION(s): 12/19/94

NUMBER: 5.30

General Counseling

The Office of Student Services offers counseling to all students on a wide variety of concern. Students may obtain individual and/or group counseling in areas such as identifying abilities or occupational interest, developing realistic educational or career plans, improving study skills, working through personal concerns, interpersonal relationships, and other concerns.

The Office of Student Services presents career opportunity information to all students without regard to sex, color or religion, national origin, age, race, or physical or mental disability. Students are encouraged to explore the broad spectrum of curriculum and career choices available to them without prejudice.

A system of faculty advisors supports the role of counseling.

Referral Consultants

The counseling program assumes the responsibility of coordinating its activities with other community resources for maximum student benefit. When limitations are recognized, those students needing specialized help may be referred to an appropriate individual or agency that can furnish that help most adequately.

Faculty Advisors can further support the role of counseling services by:

1. Encouraging students and making referrals of students who need to avail themselves of counseling services when needed.
2. Making referrals to counselors of students needing assistance.
3. Reporting significant data about students to the counselor(s).
4. Assisting with College activities having exploratory implications with students (i.e., registration, academic advising, orientation, etc.).
5. Consulting with counselor(s) in connection with student problems.

Assessment Testing

The Office of Student Services has the responsibility for coordination and/or administration of the College student assessment program. The focus of any test administered by student services is to assist the student in meeting educational needs and in making a valid choice of educational/occupational objective. The results of any such test shall not be used to prevent a student from enrolling in the College. In fact, assessment testing will identify the educational entry level of the student and assist in ensuring student success. Some programs have special admission requirements that may include certain appropriate tests. The College does not use an admissions test as such, but does administer an educational assessment test under the following circumstances: All students seeking degrees and certificates shall participate in an evaluation assessment for determining potential ability to benefit from College training or programs except under the conditions outlined in **COPP 5.21**.

Interest Inventory Testing

Students desiring assistance in making a career selection can use the student guidance testing service. The testing is designed and used for the guidance of students not selection for admission. Its purposes are:

1. To help students examine interests and abilities in relation to the educational/occupational options. In this manner a student can make informed plans for courses and careers.
2. To provide counselors and faculty advisors with a profile of individual students to help plan appropriate programs.
3. To analyze the student body and groups within it so the College can plan programs to meet student needs.

A variety of interest inventory assessment tools may be utilized. Some may require a nominal fee to cover the cost of the tests.

The faculty advisor will be responsible for evaluating the student's capabilities and determining entry level into the selected program. The Provost has final program authority.

AUTHENTICATION (Signature):		COPP
_____	12/19/94	
President	(Date)	5.30