

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Advising**

DATE: **March 1, 1993**

NUMBER: **5.30**

REVISION(s): **12/19/94, 12/07/10, 1/25/11**

**General Counseling**

The Division of Student Affairs offers advising to all students on a wide variety of concerns. Students may obtain individual and/or group advising in areas such as identifying abilities or occupational interest, developing realistic educational or career plans, and/or improving study skills.

The Division of Student Affairs 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.

Faculty advisors support the role of academic advising through the advisement of continuing students and the use of Academic Alerts. Faculty members will send Academic Alerts to the Student Success Coordinator when any of the following conditions are met:

1. A student's class attendance is sporadic the first nine days of a semester.
2. A student misses half of the days allowed by the faculty member's syllabus.
3. A student needs tutoring.
4. A student needs academic advising.
5. A student's grade drops below a C.
6. A faculty member needs to advise a student to withdraw.

**Referral Consultants**

The Division of Student Affairs may refer students needing specialized help to an appropriate individual or agency that can furnish that help most adequately. When the College has the U. S. Department of Education Federal TRiO Student Support Program, one licensed counselor may be provided in the professional staff. The student must meet all criteria set by the federal guidelines to receive the counseling services offered through this program.

**Testing**

The Division of Student Affairs has the responsibility for coordination and/or administration of the College's student testing program. The focus of any test administered by the Division is to

assist the student in meeting educational needs and in making a valid choice of educational/occupational objective. 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 area specific tests. The College administers educational assessment tests under the following circumstances: All students seeking degrees and certificates shall participate in an evaluation assessment for determining potential to succeed and gain 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 College’s testing services. The testing is designed and used for the guidance of students in career decisions not in 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 academic 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.

AUTHENTICATION (Signature):		COPP
_____	1/25/11	
President	(Date)	<b>5.30</b>