

POLICIES AND PROCEDURES

Subject: Student Development Reference: G-I

Source: Vice President, Student Development Eff. Date: August 31, 2010

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated January 11, 2002

Date: August 31, 2010

Student Development offers counseling, information, and activities to assist students desiring help in selecting a major or career field. Online computerized guidance systems, interest and personality inventories, and a library of printed materials are provided to help students with career decision-making. Students are aided in resume writing and interview skills. The department maintains job listings for students who are seeking full-time or part-time employment.

Furthermore, Student Development maintains transfer information and degree plans to assist students planning to transfer to a four-year college or university. In addition, Counseling Specialists provide academic advising for students seeking an Associate of Arts (AA) or Associate of Science (AS) degree.

All services to currently enrolled students are free of charge. In addition, others in the community may access services provided by Student Development. The following charges apply to those individuals not enrolled at the college:

- Strong Interest Inventory \$25.00*
- Myers Briggs Type Indicator (MBTI) \$25.00*

*These changes include interpretation by a Counseling Specialist.