

Procedure #	AA-402-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

Academic Counseling Procedures

1. Procedure

Counseling services consist of three phases:

1.1. Pre-counseling:

- 1.1.1. The student sets a time to meet with the counselor.
- 1.1.2. The student reads and signs the Consent Form.
- 1.1.3. The student completes the Primary Questionnaire.

1.2. Primary Session:

- 1.2.1. The counselor introduces themselves and collects general information about the student and their concern(s).
- 1.2.2. The student defines their objectives for the session and expectations from the counselor.
- 1.2.3. The counselor clarifies the professional relationship between the counselor and the student.
- 1.2.4. The counselor conducts an assessment of the situation and identifies a service or approach that will best assist the student.
- 1.2.5. The counselor and the student set a time frame for the case (number of sessions, duration, and place).

1.3. Post-counseling:

- 1.3.1. The student completes the feedback form.
- 1.3.2. The counselor evaluates the student's satisfaction level with the service and prepares a case file.

2. Related Documents

NA.