



**Broward
Community
College**

Policy Manual

Title: Advising, Counseling, and Career Services	Number: 6Hx2-5.12
Legal Authority: Fla. Statutes 240.319 (2) Fla. St. Bd. of Ed. Admin. Rules 6A-14.055	Page: 1 of 2

To support the educational mission and enhance student academic success, the College shall provide a comprehensive program of student services that includes academic advisement, personal counseling, and career services.

Academic Advisement/counseling

The College shall provide academic advisement/counseling services for prospective and current students. Academic advisors shall be available on all campus locations to provide the following services:

- Interpretation of test scores for academic course placement
- Preliminary evaluation of previous college work
- Monitoring of student academic progress

In addition, they shall provide information on (1) College policies and state laws, rules, and regulations applicable to program requirements, (2) College academic standards of progress, (3) Assistance available to improve academic success, and (4) Transfer requirements at upper level universities.

All first-time-in-college students shall be required to see an academic advisor/counselor. Students on academic warning, probation, or suspension may be required to see an academic advisor/counselor and/or campus dean of student affairs or chief student affairs officer.

Personal Counseling

Vocational and career counseling, educational planning, and short-term personal counseling, as it relates to the educational experience, shall normally be provided to currently enrolled students on the campus locations. However, in some circumstances, outsourcing for licensed mental health services may be used as an alternative to in-house counseling services or to augment these services.

History: Revised as Policy 5.21 (<i>Counseling</i>) on September 21, 1982; revised on October 15, 1985; revised on December 16, 1986; revised, combined with Policy 5.12 (<i>Career Services</i>), and re-numbered on July 23, 1997; revised on August 29, 2001.

Approved by the Board of Trustees	Date 08/29/01	President's Signature 	Date 08/29/01
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Career Services

To assist students in planning their careers, the College shall provide counseling, career information, and career exploratory experiences. The College's career education activities shall tap community facilities and expertise. Current job trends, employment information and comprehensive research shall be a part of the College's career services, which shall be offered without charge and without regard for race, color, age, national origin, religion, gender, marital status, or disability or lifestyle preference.

Off-Campus Student Employment. As a convenience to students, the College may assist them in securing employment by maintaining a list of part-time and full-time jobs available to students in the Broward County area. Students who avail themselves of this service are expected to investigate the terms and conditions of employment. The College assumes no responsibility for students' satisfaction with employment secured through this service.

[Link to Procedure A6Hx2-5.12](#)