



Broward
Community
College

Procedure Manual

Title: Advising, Counseling, and Career Services	Number: A6Hx2-5.12
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The following counseling services shall be available to currently enrolled students on each campus for the purpose of insuring success and enhancing their collegiate experience:

1. Personal and intervention counseling.
2. Vocational and career counseling
3. Educational planning
4. Special topics groups counseling



In some cases, outsourcing for licensed mental health services shall be used to augment college services.

Students shall be served through the establishment of an easily identifiable in-take process, including referrals from faculty, administrators and other students; walk-in availability; and intervention services.

The referral of students to outside agencies shall be made through the campus Dean of Student Affairs or designee. In such cases, the student shall be responsible for expenses incurred as the result of referral. Referrals of students under 18 years of age shall be made with the consent of a parent or legal guardian. In emergency situations, a referral may be made without parental consent, by the Dean of Student Affairs acting *in loco parentis*.

Career services shall be available for students to explore personal values and attitudes, develop decision making abilities, establish realistic life and career goals, and plan strategies for achieving these goals. Specialized workshops, seminars and courses shall be offered to enhance career counseling opportunities. As part of the counseling procedures, personal inventory tests, career and occupational inventory tests, ability and aptitude tests, educational interests tests, and other appropriate tests and inventories shall be available.

Up-to-date print and other media career and vocational information shall be available to students. In addition to an extensive library collection of these materials, resources may be maintained in a career center located on a college campus. Workshops shall be conducted to inform students about particular occupations, programs and vocations so that students can have an opportunity to become acquainted with specific opportunities and possibilities directly related to the College community.

Recommending Officer's Signature  Date 08/29/01	President's Signature  Date 08/29/01
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A file of current part- and full-time employment opportunities shall be maintained in each career center. On-line services shall be available to allow students to explore community agencies and services related to employment and careers. In some cases, office space may be allocated to a representative from the community job placement services. Job development may be undertaken as a career service and placement relationships with local businesses, industries and professions developed to assist students in job placement.

As needed, services such as extended orientation, freshmen year experiences and other interventions may be conducted by the counseling staff. In addition, counseling shall conduct workshops, seminars, classes and group experiences in special topics such as substance abuse, health related issues, wellness and other topics which may be of concern to students.

[Link to Policy 6Hx2-5.12](#)