

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

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**BP 5110 COUNSELING**

Counseling services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first-time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

References: Education Code Section 72620;  
Title 5 Section 51018;  
WASC/ACCJC Accreditation Standard II.C.5

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**Adopted: 12/17/96**  
**Revised: 3/17/15**

**Revised: 3/9/21**

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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## **AP 5110 COUNSELING**

Allan Hancock College provides professionally trained and experienced counselors qualified to counsel and to teach at the community college level. The comprehensive program of services includes academic counseling, career counseling, and personal counseling and is designed to:

1. assist students in the assessment, evaluation, and selection of educational goals and the development of a student educational plan (SEP) to implement immediate and long-range academic goals;
2. coordinate with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services;
3. provide career counseling in which students assess their own aptitudes, abilities, and interests, obtain current and future employment trend information, and develop career and vocational decision-making skills;
4. provide personal counseling in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
5. assist students to identify potential barriers to academic success and to develop strategies to overcome those barriers;
6. serve as a referral agency to services within the college and the community at large;
7. identify students on academic and progress probation and assist them in developing a plan for improvement in their academic performance.

Counseling services are available to all Allan Hancock College students on an appointment or drop-in basis, by phone, in person and via remote (zoom and other virtual modalities) at any of the District's college education centers and/or facilities.

In addition, counselors provide a variety of services to assist potential, new, and continuing students with their educational planning. These include visiting high schools in the district, coordinating trips to the college by high school students and their counselors, and counseling prior to each semester in order to assist students in selecting appropriate courses in accordance with their stated educational and career objectives. Counselors also assist students planning to transfer to four-year colleges or universities by helping them select appropriate courses for their chosen majors, and by counseling them in making the transition from Allan Hancock College to the four-year schools.

### **Confidentiality of Counseling Information**

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

References: Education Code Sections 72620 and 72621  
Title 5 Section 51018  
WASC/ACCJC Accreditation Standard II.C.5

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**Approved: N/A**  
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