A. Purpose

To describe the parameters of Counseling and Career Development services provided at Gaston College.

B. Responsibility

1. The Director of Counseling, under the direction of the Vice President for Student Services and Enrollment Management, is responsible for developing, implementing, coordinating, monitoring and evaluating counseling services at Gaston College.

2. Each counselor is responsible for providing appropriate counseling services. Counselors also maintain adequate counseling records appropriate to the situation.

3. Students who seek or are referred for personal counseling and/or career counseling are encouraged to schedule an appointment with a counselor.

4. Counseling services at Gaston College are offered strictly in support of the purpose and goals of the College as stated in the Gaston College catalog.

C. Procedures

1. Counseling and Career Development services are available through Student Services and are available on an as needed basis. Counselors respond to needs for personal counseling, career counseling, and academic advising. These are not separate entities within themselves but are provided in a holistic counseling experience.

2. Counseling services are available only in support of instruction at Gaston College. Counselors make referrals to meet counseling service demands that are not in direct support of instruction at Gaston College.

3. Counseling services are available both day and early evening.