

**Coast Community College District**  
**Administrative Procedure**  
Chapter 5  
Student Services

## **AP 5110 Counseling**

### **References:**

Education Code Sections 72620 and 72621;  
Title 5 Section 51018

Each college within Coast Community College District shall employ or ensure provision of an adequate counseling staff both in training and experience, and shall establish procedures to provide, and shall provide, the counseling services listed in this administrative procedure.

The counseling services shall be provided as follows: to each non-exempt first-time student (first-time students are students enrolled in college for the first time after high school) who is enrolled in more than six units; and special individual or group counseling and guidance. Counseling services shall recommend a study load suitable to the needs of each student, and shall keep an appropriate record of each such student's progress.

The counseling services shall provide individual counseling and guidance to each student who is on academic or progress probation.

The counseling services available in the District's counseling program include the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- 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;
- Coordination 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.

**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, College President 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, College President 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.

Ratified December 2, 2013