

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.40.1 (AP 5110)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.40.1 Counseling and Advising Services
Adoption Date: 8/13
Policy References: Education Code Section 72620 AND 72621; Title 5 Section 51018; ACCJC Accreditation Standard II.C.5

1. Services: The counseling services available in the District's counseling program include, but are not limited to, in-person, online, workshop based, and counselor/instruction collaborations:
 - a. Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
 - b. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is provided career and educational planning and information regarding college major pathways, and current and future employment trends and opportunities;
 - c. 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;
 - d. 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.

2. Confidentiality
 - a. Confidentiality of Counseling Information: Information of a personal nature disclosed by a student 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.
 - b. Disclosure: 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 President of the College or designee 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 President of the College 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.