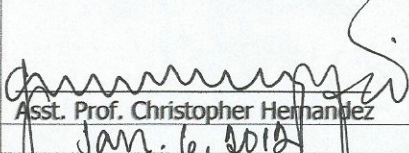


Procedure No:	ADM-PROC-GCC-0003
Procedure Title:	Academic Counseling Procedure
Related Policy:	ADM-POL-GCC-0003 Academic Counseling Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	Academic Counseling is conducted
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. The Guidance Counselor informs the students of the need to visit the Guidance Office. The student shall be informed through the ID system or call slips.</p> <p>Step 2. Once the student visits the Guidance Office, he is informed of the need to undergo counseling.</p> <p>Step 3. The Guidance Counselor schedules the counseling.</p> <p>Step 4. The counseling session is conducted.</p> <p>Step 5. The results of the counseling shall be processed by the Guidance Counselor.</p> <p>Step 6. The Guidance Counselor decides on the continuation or termination of the counseling sessions.</p> <p>Step 7. Students whose cases can no longer be resolved by the Guidance Office shall be subject for further referral.</p>
Procedure Approval Authority:	Director of the Guidance and Counseling Center
References:	
Definition:	
Help Page:	Guidance and Counseling Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Christopher Hernandez
Date of Approval:	JAN. 6, 2010

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