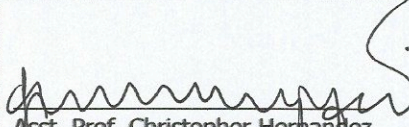


Procedure No:	ADM-PROC-GCC-0004
Procedure Title:	Walk in Counseling Procedure
Related Policy:	ADM-POL-GCC-0004 Walk in Counseling Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the application to termination of all walk in counseling sessions.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. The student visits the Guidance and Counseling Center and may request for counseling.</p> <p>Step 2. The designated Guidance Counselor schedules the student for counseling.</p> <p>Step 3. The counseling session is conducted.</p> <p>Step 4. The Guidance Counselor assesses the situation of the student and recommends succeeding counseling sessions if needed.</p> <p>Step 5. After several sessions, the Guidance Counselor makes final recommendation on the case of the student. The Guidance Counselor terminates the sessions if he observes improvement or refers the student when needed.</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, 2012

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