


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 521.1</b>		
	Page 1 of 1		
	<b>Last Revision Date:</b>	12-14-90	
<b>Effective Date:</b>			
<b>Section:</b>	Student Services	<b>Subject:</b>	Counseling and Advisement

## PURPOSE

Counseling and advisement will provide academic advisement and counseling to all Arizona Western College students who seek such services to assist them in achieving academic goals.

## PROCEDURE

1. The counseling and advisement function will:
  - 1.1 Be accessible to all students during normal duty hours of the College.
  - 1.2 Maintain information as to local area human service agencies for student referral when necessary.
  - 1.3 Conduct classes in the staff's area of assignment.
  - 1.4 Act as the College resource for transfer questions to Arizona state colleges and universities and provide information concerning other educational institutions.
  - 1.5 Provide standardized tests and proctors when requested.
  - 1.6 Facilitate students' educational and career decisions.
  - 1.7 Promote student growth by encouraging positive and realistic self-appraisal, self-esteem and self-acceptance.
  - 1.8 Promote communication among students, faculty and staff.
2. The Director of Counseling will manage the College academic advisement system.