



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5110 Counseling
Code	AP 5110
Status	Active
Legal	<p>California Education Code, Section 66736</p> <p>California Education Code, Section 72620</p> <p>California Education Code, Section 78210-78218</p> <p>Title 5, Section 51018</p> <p>Title 5, Section 51024</p> <p>Title 5, Section 55523</p> <p>Title 5, Section 55520</p> <p>Title 5, Section 55530</p>
Adopted	April 14, 2009
Last Revised	May 25, 2021

### **Counseling Programs**

The counseling services adhere to the principles set forth in Academic Senate for California Community Colleges "[Role of Counseling Faculty in California Community Colleges](#)" (2012) and "[Standards of Practice for California Community College Counseling Programs](#)" (2008).

The counseling services available in the counseling programs of the three District Colleges include at least 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, and
- Use of counseling and guidance classes taught by counselors as a means to provide counseling 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 CEO 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 CEO 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.

**Required Counseling, Advising, and Other Educational Planning Services**

Pursuant to Title 5, Sections 55523-55524, counseling, advising, and other education planning services shall be offered to all students. Services shall include, but are not limited to, the following:

1. Assistance to students in the exploration of education and career interest and aptitudes and identification of an education and career goal and course of study, including but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.
2. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices.
3. Development of a comprehensive education plan to accomplish a course of study related to a students' election and career goals by a certificated counselor.

See [Board Policy 5110 Counseling](#), [Board Policy 5050](#), and [Administrative Procedure 5050 Student Success and Support Program](#).

**Governance Review**

2021 05.25 Board of Trustees  
2021 05.11 Board of Trustees (proposed)  
2021 04.12 Chancellor's Cabinet  
2021 04.08 DTRW-SS  
2021 03.11 DTRW-SS