

## **III 02 03 CAREER COUNSELING**

### **Rationale**

Career counseling is provided to assist students in understanding the career decision-making process and to link career decisions to educational objectives.

### **Policy**

The Office of Advising and Testing will provide counseling resources to assist students with career decisions and the selection of an academic program. Professional Advisors will use various tools available to help students understand their personalities, interests and values in relation to career choices. Emphasis will be placed on the development of a career plan that will guide students in the career exploration and decision process.

### **Procedures**

1. Students who are undecided or indecisive about a career or college major will make a career counseling appointment with a Professional Advisor for an intake session.
2. The Professional Advisors will discuss student needs and, based on an assessment of those needs, teach or clarify the career decision-making process, and use the most appropriate career assessment tool(s) available. This information will facilitate the student being able to link a career choice to educational objectives and selection of an academic program. Referral to other campus and community resources will be made when appropriate.
3. A career plan will be developed and/or "Change of Major Form" will be completed by the student if necessary.

VSCC Source: Former III:03:01, July 5, 1989, April 3, 1990, September 27, 1990, April 7, 1999, President; November 30, 2007, President; January 29, 2019, President