



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: GUIDANCE RESPONSIBILITIES

Code: FF0401

Policy Reference: F0400, Guidance, Counseling, Psychological Services and
Placement

Counseling services at Milwaukee Area Technical College assist students to define and accomplish career and academic goals. Counselors will intervene when conflicts arise that may interfere with students attaining their academic or career goals.

Counselor Role and Referral Procedure

Counselors are assigned to each program in order to provide career, academic, and personal counseling and assessment services for prospective and current students.

Students may contact or be referred to a counselor when they are in need of:

1. Individual counseling regarding personal matters, academic decisions, career development/vocational choices, interpersonal relationships, family and social problems, and other areas related to their educational objectives.
2. Support and assistance in assessing and overcoming specific academic deficiencies.
3. Crisis intervention and emergency assistance. Counselors will help students identify problems to determine the most appropriate course of action. When necessary, students are referred to community professionals for ongoing help and support.

Office of Responsibility: Student Services