

POLICIES AND PROCEDURES

Subject: Career Services Reference: G-I

Source: Vice President, Instruction Eff. Date: January 11, 2002

Approval Auth.: President Approved: _____

Remarks: _____

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Career Development Services offers counseling, information, and activities to assist students desiring help in selecting a major or career field. Computerized guidance systems, interest and personality inventories, and a library of printed materials are provided to help students with career decision-making. Students are aided in resume writing and interview skills. The department maintains job listings for students who are seeking full-time or part-time employment.

Furthermore, Career Development Services maintains transfer information and degree plans to assist students planning to transfer to a four-year college or university. In addition, Counseling Specialists provide academic advising for undeclared and General Studies majors.

All services to currently enrolled students are free of charge. In addition, others in the community may access services provided by Career Development. The following charges apply to those individuals not enrolled at the college:

- Strong Interest Inventory \$25.00*
- Myers Briggs Type Indicator (MBTI) \$25.00*

*These changes include interpretation by a Counseling and Guidance Specialist.