

## POLICIES AND PROCEDURES

Subject: Student Development Reference: G-I  
Source: Vice President, Student Success Eff. Date: October 27, 2014  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated July 8, 2014  
Date: October 22, 2014

Student Development offers information, advising, activities, and support to assist students desiring help in selecting a major or career field. Interest and personality inventories, a library of printed materials, and web-based resources 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, Student Development maintains transfer information and degree plans to assist students planning to transfer to a four-year college or university. In addition, Advising Specialists provide academic advising for students seeking an Associate of Arts (AA) or Associate of Science (AS) degree.

All services to currently enrolled students are free of charge. In addition, others in the community may access services provided by Student 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 charges include interpretation by an Advising Specialist.