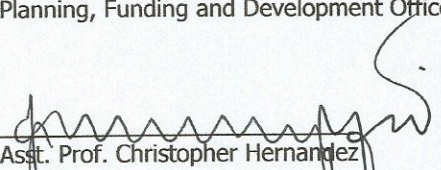


Policy No:	ACA-POL-GCC-0004
Policy Title:	Walk in Counseling Policy
Implementation Procedure:	ACA-PROC-GCC-0004 Walk in Counseling Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the terms and conditions in the conduct of all Walk in Counseling.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Any enrolled student can voluntarily submit himself for counseling.</li> <li>• The counseling session shall be scheduled based on the availability of the student and the designated Guidance Counselor.</li> <li>• All the details that transcribed during the counseling session are treated with strict confidentiality.</li> <li>• The parents of the legal guardian of the student may be called for counseling only upon the request and consent of the student.</li> <li>• The Guidance Counselor reserves the right to continue or terminate the succeeding counseling sessions.</li> </ul>
Applicability:	All students
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6, 2012

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