**Procedure No:** ADM-PROC-GCC-0003  
**Procedure Title:** Academic Counseling Procedure  
**Related Policy:** ADM-POL-GCC-0003 Academic Counseling Policy  
**Date of Issuance:** S.Y. 2010 to 2011  
**Effectivity:** S.Y. 2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Guidance and Counseling Center  

**Procedure Description:** Academic Counseling is conducted.

**Areas of Responsibility:** Guidance and Counseling Center

**Procedure Details:**

1. The Guidance Counselor informs the students of the need to visit the Guidance Office. The student shall be informed through the ID system or call slips.
2. Once the student visits the Guidance Office, he is informed of the need to undergo counseling.
3. The Guidance Counselor schedules the counseling.
4. The counseling session is conducted.
5. The results of the counseling shall be processed by the Guidance Counselor.
6. The Guidance Counselor decides on the continuation or termination of the counseling sessions.
7. Students whose cases can no longer be resolved by the Guidance Office shall be subject for further referral.

**Procedure Approval Authority:** Director of the Guidance and Counseling Center

**References:**

**Definition:**

**Help Page:** Guidance and Counseling Center

**Prepared by:** Planning, Funding and Development Office

**Approved by:** [Signature]

**Date of Approval:** Jan 1, 2010