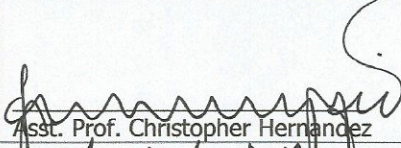


Procedure No:	ADM-PROC-GCC-0005
Procedure Title:	Summoned Counseling Procedure
Related Policy:	ADM-POL-GCC-0005 Summoned Counseling Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the commencement and termination of all Summoned Counseling procedures.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. A member of the academic department (Dean, Faculty Member), Office of the Student Affairs or significant other recommends a student for counseling.</p> <p>Step 2. The designated Guidance Counselor informs the student that he needs to report to the Guidance Office through the ID System or call slip.</p> <p>Step 3. The Guidance Counselor assesses the situation of the student and recommends succeeding counseling sessions if needed.</p> <p>Step 4. After several sessions, the Guidance Counselor makes recommendation on the case of the student. The Guidance Counselor terminates the sessions if he observes improvement or refers the student when needed.</p>
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:	 Asst. Prof. Christopher Hernandez
Date of Approval:	Jan. 6, 2012

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