STUDENT SERVICES

I. Career Counseling: The career guidance and counseling program provides individual guidance and counseling to assist students in making informed decisions about occupational and educational futures. Consultation and referral services are available to students, instructors, and community agencies.

II. Career Center: The Career Center offers individualized instruction in basic and advanced academics. Any student who needs special assistance in basic academic skills or who requires additional training in advanced academics may take advantage of the services offered by the center and should contact the Career Development Advisor.

III. Placement: Job placement is a cooperative effort of the student, the faculty, and the Administration. The District shall advise students of job placement procedures and opportunities during student orientation.

IV. Accommodations Available for Disabled or Disadvantaged Students: Special accommodations are available for students with disabilities. Disabled, handicapped, or disadvantaged should advise the Administration of any needs the student may have in order that the District may make reasonable accommodations for the student.

V. Work Site Learning Program: As a means of helping bridge the gap between preparation for employment and entry into employment, eligible students may be permitted to work at a job in the field in which the student is studying. Guidelines exist regarding who is eligible to participate in the Work Site Learning Program and how to apply for the program. A copy of the guidelines may be obtained from the office of the Director of Full-Time Programs.

Policy

See Forms: [EE-F1] - Instructors Request for Participation in Student Work Program
[EE-F2] - Teacher Visitation Report
[EE-F3] - Student Work Program Checklist
[EE-F4] - WorkProgram
[EE-F5] - Student Request for Accommodation
[EE-F6] - Student Statement of Decline