



Northlands College Policy Student Services

POLICY STATEMENT

Northlands College will provide career and academic counselling and assessment services to Northlands College current and potential students. Personal needs and issues can also be discussed and referrals granted, however, student services staff members are not trained counsellors.

GUIDELINES

1. Student services staff will provide academic and career advice and assessments to potential students in order to establish an effective career and education path.
2. Student services staff will discuss education, career and personal needs with current students, making referrals to other agencies when appropriate. Student Services will be proactive in making this service available to students at both on and off campus sites.
3. Student services staff will work in a team approach with coordinators, instructors and other support staff to facilitate student success.
4. Student services staff shall not be responsible for enforcing disciplinary actions concerning students.
5. Student services staff will work in partnership with other agencies to facilitate student success and enhance the provision of career services to the general public.

PROCEDURES

1. Student services staff shall maintain current confidential student files containing relevant information for that student.
2. Counselling interviews shall be conducted in private and will not be shared without the verbal or written consent of the student.
3. In an effort to make access to student service easier for students, in coordination with the coordinator and/or instructor, regular visits to programs will occur on off campus sites. The two exceptions due to distance will be programs offered in the far north and in Cumberland House.
4. Documentation of counselling interviews shall remain in student services secure files. This information does not go on the general student records held by the Registrar and is to be kept confidential.
5. Student services staff shall maintain a career information centre at each campus. The career information centres shall hold educational, occupational, financial, and personal issue information and forms deemed appropriate by the respective student services staff and their supervisor.

Policy Originated: December 2005	Approved by: President & CEO
Last Approved: April 2017	Signature: 