AREA IV

SUPPORT TO STUDENTS

S. 1. The institution has a Student Handbook containing comprehensive information on programs and services for student welfare and development.

CHAPTER 63
STUDENT WELFARE SERVICES

Article 219. Guidance and Counseling

Section 1. The University shall provide guidance and counseling services to students relevant to their programs of studies.

Section 2. The University may also provide guidance and counseling assistance to students with special needs.

Section 3. The OSA Guidance and Counseling section shall provide the following services:

a. guidance services to develop well-functioning individuals to realize their full potential;
b. counseling services to facilitate positive change in student behavior, feelings, and attitude;
c. assessment to gather information about students using psychological tests and non-psychometric devices for possible interventi reinforcement, or car placement;
d. academic follow-up determine effectiveness guidance activities; and
e. referral to coordinate w multidisciplinary team specialists to ensure th special needs of students a met.

Section 4. The academic ur shall likewise designate selec faculty members as Guidar Coordinators to perform, but limited to, the following tasks:

a. profile and process stude basic information subject the pertinent provisions Data Privacy Law;
b. facilitate the training a development of students;
c. initiate tracer stuc in partnership with department offering program;
d. facilitate the conduct career placement program partnership with the OSA;
e. prepare college briefer a orientation;
f. conduct scheduled acade follow-up; and
g. perform other functions deemed necessary

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Section 5. The University shall deploy adequate number of registered guidance counselors, as required by law, to undertake gender- sensitive individual and group counseling.

Section 6. The University Guidance Center shall maintain standard counseling rooms to ensure the privacy and confidentiality of data, practice, and counseling sessions, in accordance with law and existing policy.

Section 7. The Guidance and Counseling Section shall, as much as practicable:

a. administer appropriate and pro-active intervention programs and strategies such as, but not limited to, group growth and tutorial program to ensure that every student's need for guidance and counseling and psycho-social services is provided;
b. spearhead the conduct of regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities;
c. maintain individual student cumulative record which contains relevant and updated information such as, but not limited to, family background, test data, and disability records, consistent with the relevant provisions of Data Privacy Act; and
d. provide a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by licensed psychometricians. The test results are interpreted and released to the concerned client.

Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

a. its mission, vision, and goals, quality policy statement, academic policies, rules and

regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for student's resettlement, growth, and development;

b. organized, updated, and readily available educational, career, and personal/social materials in different accessible formats; and
c. statutes affecting students such as anti-sexual harassment, biosecurity, culture sensitivity, Disaster Risk Reduction and Management, Drug Abuse prevention and control, Gender and Development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and Violence Against Women and Children (VAWC).

Article 221. Career and Job Placement Services

Section 1. This shall refer to the assistance provided for vocational and occupational fitness and employment. The University shall institute services such as, but no limited to:

a. data appraisal of students career placement;
b. periodic conduct of trac study for all programs offere
c. implementation and provisi of career guidance and j advisory services includi assistance to care competencies enhanceme vocational and occupatio fitness and employment;
d. conduct of job fair a career seminars, resume a e-portfolio clinics;
e. Lead in the skills training development; and
f. Liase with the Department Labor and Employment serve as the PESO Manage the University.

Article 222. Health Services

Section 1. The Univer through the USM Health Servi shall:

a. provide primary health c and wellness program students, conducted by d licensed professionals;