

## STUDENT PERSONNEL SERVICES

The student personnel services assist students in making effective use of the instructional and extracurricular programs, and in making adjustments for personal and social efficiency. The personnel services are coordinated by the Dean of Students and consist of the following departments: (1) student activities and housing supervised by the Associate Dean of Students (Activities-Housing); (2) admissions, evaluations, and records supervised by the Associate Dean of Students (Admissions-Records); (3) counseling, testing, scholarships, loans, veterans affairs, and foreign student advising supervised by the Associate Dean of Students (Counseling-Testing); (4) medical consultation, treatment, and campus sanitation supervised by the Director of Health Services; and (5) educational, business and industrial, and student placement supervised by the Director of Placement. These services are described in more detail elsewhere in this catalog.

### COUNSELING

*Admissions Counseling.* The Admissions Office provides counseling to assist students in making application, in understanding admission requirements, and in utilizing the services of the college during the admissions process. Problems concerning evaluation of previous academic record should be directed to the Associate Dean of Students (Admissions-Records).

*Vocational Counseling.* The Counseling Office assists students in self-appraisal of their unique interests and aptitudes and in their search for a vocational goal for which they are best fitted. Psychological and vocational tests are used as needed. A library of vocational information is maintained, and each academic department gives vocational counseling pertinent to its field.

*Educational Counseling.* Each student is assigned a faculty adviser in addition to the services of the Counseling Office. The student's adviser assumes special responsibility for the student's welfare and helps him plan his academic program. The student uncertain of his choice of an academic major is assigned to a general adviser until a definite academic goal is chosen; thereafter, the adviser is a faculty member in the field of the chosen major.

The Counseling Office assists students who are failing to meet scholarship standards. Counseling and testing are designed to help students to discover weaknesses and to plan remedial measures.

*Personal Counseling.* The Counseling Office provides services for students with adjustment problems of a personal nature. Clinical psychologist services are available in the Counseling Office and limited psychiatric consultation is available in the Health Services Office.

*Foreign Student Counseling.* Special services are provided in the Counseling Office. In addition, a special adviser for foreign students supplements the regular academic advising, is available for consultation on personal problems, and coordinates the programs of campus and community organizations which serve foreign students.

### STUDENT ABSENCES

Students are expected to maintain regular attendance at classes. Extended absences (more than one week) due to illness, death in the immediate family, or other extraordinary emergencies, should be reported immediately to the Counseling Office which will notify the faculty concerned. When any absence occurs, however, the student should contact the instructors involved concerning the possibility of making up the work missed.