

College Operating Procedures (COP)



Procedure Title: Counseling Services Operations
Procedure Number: 06-0601
Originating Department: Student Services

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 7/24/09

Purpose Statement: To provide counseling services for all Florida SouthWestern State College (College) undergraduate students. Services are free and confidentiality is guaranteed within legal and ethical guidelines.

Guidelines:

This college procedure describes the manner in which Student Services works to address student issues that are not associated with classroom performance but can have a negative impact on the student's capacity to achieve educational goals.

Procedures

I. Purpose

To provide counseling services for all College undergraduate students. Services are free and confidentiality is guaranteed within legal and ethical guidelines.

II. Who can use Counseling Services

The Counseling Department provides services for any full-time or part-time undergraduate student at the College. Counseling or other services are not provided by e-mail or other electronic media. If appropriate, students will be referred to another resource, on or off campus.

III. Services Provided by the Counseling Services Office

A. Counseling Session

1. To develop a unique helpful relationship between counselor and student
2. Counselor acts as a facilitator in helping the student to understand him/herself.
3. Individuals will be helped to understand their feelings and behaviors with the intent of enabling them to make mature choices and taking responsibility for their actions
4. During first meeting, student will describe their concerns/issues. This allows the counselor to decide whether counseling services is the best place for help or referral to another resource (on or off campus) is appropriate
5. Sessions are private and confidential for

- a) Individual counseling – Students meet with counselor on a one- to-one basis to work through personal concerns. Most students will be seen for less than one semester.
 - b) Group counseling – Counseling in groups offers a broad range of insight and support from peers and counselors. Groups allow for decreased isolation and enhanced learning about self and relationships in a trusting environment
 - c) Couples counseling – Couples counseling works toward alleviating the strains in a close relationship
 - d) Crisis Intervention – Students in crisis (e.g., suicidal, psychosis, death of a loved one) have available to them same- day services
- B. Workshops that provide information appropriate to the students personal development and career
 - C. Referral to resources which offer more or different services from those available through the Counseling Services office
 - D. Provide information on topics related to student life (this will be done with handouts, brochures, flyers and on-line material).

IV. Common Concerns Students bring to Counseling Services

- A. Low self confidence
- B. Trying to begin or maintain a relationship
- C. Anxiety about tests or speaking in class
- D. Procrastinating too much
- E. Self-defeating behaviors
- F. Becoming aware one may have a problem with alcohol or drugs
- G. Concentration problems while studying
- H. Life purpose, direction, career options
- I. Making better decisions
- J. Identity issues

V. How to make an appointment for counseling?

- A. To make an appointment call 239-489-9047 or 239-489-9046
- B. To confirm an appointment your name, phone number and Student ID will be requested
- C. Keeping appointments is very important.

VI. Question and Answer

- A. Will going to counseling be on college record? NO
- B. Will the meeting be kept confidential? YES
- C. How much does counseling cost? FREE
- D. Can a referral be made to a therapist in private services or a specialist? YES
- E. Is counseling available year round? YES
- F. Is counseling available after graduation? NOT USUALLY

VII. Workshops

- A. Skill building workshops will provide a structural presentation of information and skills appropriate to the student's personal development and career at Florida SouthWestern State College
- B. Workshops will be scheduled in collaboration with SOAR and the Student Life office
- C. Workshops will deal with the following topics:
 - 1. Procrastination
 - 2. Stress management
 - 3. Diversity
 - 4. Relationships

Referral

Students may be introduced to resources which offer more or different services from those available through counseling services.