

# BLUE MOUNTAIN COLLEGE

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## POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.25

**SUBJECT:** Academic Advising and Support Services

Academic advising and support services are provided for students as they explore educational options, establish career goals and cope with personal and academic difficulties. Services are offered in the areas presented below.

### 1. Academic Advising

Academic advising within the college is provided by college faculty. Each major has a program coordinator and faculty advisors. Students interested in a major in the college should see the program coordinator or an advisor in the major. A list of program coordinators and advisors are available from the Chair of each Department. Freshmen advisors are assigned by the Vice President for Academic Affairs.

### 2. Career Services

College students are confronted with a variety of academic and career decisions. Through career advising, students are assisted in the clarification of values and interests, the identification of abilities, the choice of academic majors and the choice of careers.

#### A. Job Assistance

This centralized program for “job hunters” offers current listings of off-campus full-time and part-time employment vacancies, schedules campus interviews between employers and students, and maintains a library of occupational and career information. Individual departments assist students in locating employment.

#### B. Career Discovery and Planning

Assistance is available for assessing student interest, identifying and exploring potential careers and enabling students to create a positive impression when applying for jobs.

### 3. Study Skills and Developmental Studies

Students who wish to improve their study skills or obtain the assistance of a tutor may do so through the Center for Advancement of Learning (CAL). The CAL is available to all students who are in need of study skills and tutoring as well as for those who may be experiencing academic difficulty. Freshmen are placed in English and Mathematics classes based on standardized test scores. Those students needing developmental studies are placed in courses designed to assist students in developing college-level skills.

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## 4. Counseling Services

Blue Mountain College seeks to meet the needs of students by fostering a warm environment of personal contact between faculty, students and staff members. Blue Mountain College does not have a counseling center and faculty/staff do not provide counseling services.

Limited off-campus services are available through professional counselors. The Chair of the Behavioral Intervention Team (BIT) maintains a list of professional counselors. Upon student request, the Chair of the BIT will make the list available. The student and/or the student's family is responsible for his/her own expenses related to mental health. [Cross Reference with Policy 4.10: Student Health Services.]

SOURCE: Board of Trustees: February 27, 2009; November 27, 2006; October 07, 2005; February 20, 2004  
EDITORIAL CHANGES: September 15, 2006