Athletic Counselor Duties
Effective February 4, 2013

In order to promote academic success among student athletes at Los Angeles Southwest College, a counselor designated to work with this special population will perform the following duties:

1. Schedule an introductory meeting with each sports team every fall and spring semester. This meeting will provide information regarding counseling services, explain the academic support options available on campus, and give student athletes the opportunity to ask questions about their transition to LA Southwest College.
2. The counselor will be available at designated times to provide education plans and academic advising for student athletes. These plans will assist student athletes to remain eligible for competition and to progress towards their educational goals.
3. The counselor will assist student athletes in determining the specific transfer and eligibility requirements for the college/university of their choice.
4. The counselor will develop a tracking system to record information regarding LA Southwest College student athletes. Student athletes will have individual files maintained in a separate space in the general counseling department. Information will include: number of semesters attended, units attempted, units completed, current # of units enrolled, # of NCAA core courses, GPA, % of degree completed and eligibility.
5. An Athletic Counseling Contact Sheet will be completed during initial meetings with student athletes. The counselor will then record information from the initial meetings into the student athlete tracker.
6. The counselor will report all information required by the South Coast Athletic Commission, the California Community College Athletic Commission and the U.S. Department of Education to the appropriate vice-president or designee.