**Procedure of One-on-one Counseling Services for Students**

Student Guidance and Counseling Section (SGCS), Office of Student Affairs

1. Personnel:
	* + - 1. Section Head: Dr. Jia-Yi Liu
				2. Full-time staff: Ching-Hua Wu and Yi-Ting Huang
				3. Part-time staff: Jing-Yi Li (counselor), Hao-Ping Wu (counselor)
2. Contact No: (03) 2118800 ext. 2030 or 2031; (03) 2118416
3. Office Hours:
	* + - 1. 8:30-12:30 13:00~17:00 (Mon. – Fri.)
				2. 18:00~20:00 (Thr.)
4. Note :
	* + - 1. For non-emergency cases, individual counseling, or psychological tests, please make an appointment in advance.
				2. How to Make an appointment:

Visit Student Guidance and Counseling Section (2nd Floor, Student Activity Center) or make an appointment by phone,

Through intramural BBS at bbs.cgu.edu.tw/counseling/, or

Via e-mail at conpsy@mail.cgu.edu.tw

1. Procedure:

Referral from homeroom teacher or others

Personal visit

Phone appointment

BBS/E-mail

Counselor on duty arranges an interview

Preliminary talks with counselor on duty

Counselor provides suitable information or help to clarify personal interest

Case closed or further counseling to be arranged

Result analysis and interpretation

Make an appointment for explanation of the test result

Choose a suitablepsychological measurement

SGCS keeps track of the case until it is closed

Further counseling or referral to other professionals

Case closed

Interview with counselor

 Case closed

 Psychological Tests