

**Early College**  
**FAFSA Completion**  
**ACE Scholarship**  
**NCAA/NAIA Clearinghouse**  
**School Profile**  
**Program Guide**  
**Registration Coordinator**  
**Master Schedule**  
**ACT Test Coordinator**  
**Pre-ACT Coordinator**

### **General Counseling Duties**

**Post Secondary Counseling**  
**Student Registration**  
**Credit Checks for Graduation**  
**Schedule Changes**  
**Letters of Recommendation**  
**Career Counseling**  
**Social Service Evaluations**  
**Crisis Counseling**  
**Scholarship Information**  
**Credit Recovery**  
**Liaison to Community / State Agencies**