

# Counseling Center News

## Study Effectiveness Training and Stress Reduction Workshops Set for Winter Term

Pre-registration materials for two very popular Counseling Center "Directions" workshops, Study Effectiveness Training and Stress Reduction, are now available in the Counseling Center, W-117, or by calling 948-6025. Both workshops are free, but preregistration is necessary.

For those of you who may be new to Capitol Campus and for those of you who may have missed the Fall offering of the Study Effectiveness Training workshop, you may now have the chance to register for this Winter offering. S.E.T. is a four-session workshop designed to help students develop successful strategies for test-taking, time management, taking notes, improving recall and retention skills, as well as addressing the unique individual concerns of the workshop participants. The workshop will be held on four consecutive Wednesday afternoons, January 13, 20, 27 and February 3, 1982 from 1:30-3:00 p.m. This workshop has been designed to meet the particular needs of students in all curriculums offered here at Capitol Campus at both the undergraduate and graduate level.

The Stress Reduction Workshop is a five-session offering designed to help students learn how to identify and cope with feelings of personal stress at school, home and on the job. Participants will be afforded the opportunity to learn unique coping strategies and exercises that can help them in dealing with the day-to-day stressors that can tend to interfere with one's personal sense of happiness and accomplishment.

This workshop will run five consecutive Wednesdays, February 10, 17, 24, March 3, and 10, 1982 from 1:30-3:30 p.m. in the Counseling Center.

### Test Dates to Remember

It was our hope that there might have been a C.C. Reader edition shortly before finals to remind those of you who were interested in the early winter administrations of the GRE's, LSAT's, GMAT's and NTE's and their registration deadlines. There still is time to register for some of these tests, but if you have missed the deadlines, you will have to wait until late winter or spring to take these tests. **Bulletins of Information** and Registration Forms for all of these tests are available from the Center (W-117) or by calling 948-6025.

| Test | Administration Date | Registration Deadline | Late Registration Deadline (1) |
|------|---------------------|-----------------------|--------------------------------|
| GRE  | Feb. 6, 1982 (2)    | Dec. 31, 1981         | Jan. 2-12, 1982                |
| GRE  | April 24, 1982 (2)  | March 19, 1982        | March 20-30, 1982              |
| LSAT | Feb. 20, 1982 (2,3) | Jan. 21, 1982         | Jan. 28, 1982                  |
| LSAT | June 16, 1982       | May 17, 1982          | May 28, 1982                   |
| GMAT | March 20, 1982 (2)  | Feb. 15, 1982         | Feb. 22, 1982                  |
| NTE  | Feb. 20, 1982       | Jan. 18, 1982         | Jan. 25, 1982                  |

1. An additional fee required. Consult **Bulletin of Information** for exact fees.
2. To be administered at Capitol Campus.
3. Evening administration.

Miller Analogy Tests, required by many graduate schools for admissions, are given, by appointment, daily in the Counseling Center.

### Career Information and Resources Available

In the last edition of Counseling Center News, we described some of the post-graduate and professional educational resources that we have in the Center. This issue we want to focus in on some of the more widely used sources of career decision-making information available to students with or without counseling consultation. Much of this occupational information is available on a two-week loan basis for students. All resources are the latest available, as the information is updated annually.

1( Current files of information on over 100 occupations from accountant through wholesale trades, based upon classification from the **Occupational Outlook for College Graduates, 1980-81 Edition**. From this volume published by the U.S. Bureau of Labor Statistics we have sent for current occupational information from several hundred associations representing people committed to these careers. Information is continually monitored for accuracy.

2( The **Occupational Outlook Handbook, 1980-81 Edition** published in the U.S. Department of Labor Statistics. This volume contains career information covering most of the 20,000 separate job titles in our economy defined by the **Dictionary of Occupational Titles**. In order to make the material more readable and enjoyable to use, the occupations are divided up into thirteen clusters: Industrial production, Office, Service, Education, Sales, Construction, Transportation, Scientific and Technical, Mechanics and Repairers, Health, Social Science, Social Service and Performing arts, design and communications. In this volume you'll find information on: the nature of the profession; the working conditions; training, other qualifications and advancement; employment outlook through the '80's; earnings, related occupations; and sources of additional information. For our career files, we have sent to the addresses listed in the sources for additional information.

### Vocational Interest Testing--Free to Students

For those of you with career decision-making concerns, counselors are available to work with you to try to help you with your decisions. Frequently you and the counselor will decide that vocational interest testing will help you with your informational search. Vocational interest tests are designed to provide you with an insight as to how your personal interests compare with people working in a wide range of occupational settings and careers. From time to time, other assessment measures are used to help augment the counseling process and give insight into information that will be helpful in coming to a decision. These tests are free and just part of the counseling service to students.

Finally, it should be pointed out that for some of you there might be some confusion as to the function of the Placement Service and the Counseling Center. In actuality, with respect to career guidance, the two services work very closely together and frequently refer students to each other's office. Students who are having concerns about their career decisions and where they are heading, occupationally, will most likely want to consult with the Counseling Center. Those students who have identified their career aspirations and are seeking strategies to gain entry into the career of their choice, will most likely want to consult with the Counselors in the Placement Center. For those of you who are not sure of where you are, stop by either office and someone will try to help you out.

**\$15/\$30 REBATE**  
On your College Ring



See your Jostens' Representative.

DATE Thursday, February 4 TIME 8:30 a.m.-7:00 p.m.

PLACE Vendorville

\$10.00 deposit

Jostens

