**Logo, company name

Description automatically generatedCounselor Assignments – 2021-2022**

***Rice Lake Campus***

*As a result of counselor schedules and responsibilities, it is necessary that all counselors work with all programs. Each counselor, however, has been assigned to specific programs/plans and will follow up on referrals as noted below for program students. When submitting a referral, use this list to select the appropriate counselor. Student Referrals from general studies instructors to counselors regarding undeclared students, should be sent to the counselor assigned to the general studies instructor as listed below.*

**Student Referrals**

All student referrals must be submitted through the Student Referral form located in Blackboard under “staff resources”.

Please reference the Student Referral instructions and tip sheet for which types of concerns should be directed to which service areas, in order to ensure best service and response times to student support needs.

# Catrina \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Undeclared Students

Accounting/Accounting Assistant

Architectural Commercial Design/Drafting Technician

Dental Assistant

Early Childhood Education/E-Connect/E-Child

Gerontology

Health Info Tech/Medical Coding

Human Service Associate/

Substance Abuse Counselor

Liberal Art

Nursing – Associate Degree   
 (Last Name Letters G-O)

University Transfer Degree - Superior

Welding

Dave Stanley

Katrice Shuler

# Aaron \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Undeclared Students

Kathy Doe

Gina Sookiayak

Sarah Mayhak

Machine Tool Operations – CNC

Medical Assistant

Non-Profit Leadership

Nursing – Associate Degree   
 (Last Name Letters A-F)

Paramedic Technician/EMT-Paramedic

Auto Maintenance

Criminal Justice Studies

Farm Operations

Finance Services

Human Resource Management

Leadership Development

# Rachel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Undeclared Students

IT-Web & Software Developer

Medical Admin/Health Office   
 Professional

Nursing – Associate Degree   
 (Last Name Letters P-Z)

Occupational Therapy Assistant

Utility Construction Technician/

Truck Driving

Admin Coord/Office Support Specialist

Business Management

Construction & Cabinetmaking

Architectural Woodworking &   
 Cabinetmaking

Cosmetology

IT-Cybersecurity Specialist

IT-System Admin Specialist

Todd Hoff

Sally Dittloff

Jeanne Salmon

**Student Referrals**

All student referrals must be submitted through the Student Referral form located in Blackboard under “staff resources” or on The Connection main page under Student Affairs by clicking Student Referral.

Please reference the Student Referral instructions and tip sheet for which types of concerns should be directed to which service areas to ensure best service and response times to student support needs.

**Don Pashby & Marsha Iverson-Smith**

**Referrals with recommendations for Study Skills**

* Academic performance related concerns
* Poor test, assignment or overall performance concerns
* Missed assignments or tests impacting grade
* Declining quality of work
* Student tries very hard but he/she is having difficulty
* Student should utilize math/writing labs, or Study Skills
* Specific “comments” directing them to Study Skills

Summary of Rice Lake Counselor High School Responsibilities

**High School Division:**

# Aaron

Hayward

LCO

Northwoods

Shell Lake

Spooner

Winter

**Catrina**

Barron

Cameron

Chetek-Weyerhaeuser

Cumberland

Prairie Farm

Turtle Lake

# Rachel

Birchwood

Bruce

Flambeau

Ladysmith

Rice Lake

Northwood Tech Ladysmith – Carolyn Welsch- 715- 532-3399, ext. 5600/5608

**\*\*\*Start College Now should be sent to Tia Dietz, Admissions Advisor or**

**Megan LeMoine, Career Specialist\*\*\***

**1900 College Drive, Rice Lake, WI 54868**

[**t**](mailto:shawn.larson2@witc.edu)**ia.dietz@northwoodtech.edu**

[**megan.lemoine@northwoodtech.edu**](mailto:megan.lemoine@northwoodtech.edu)

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