



Counseling Services

796-6000

Welcome to Counseling Services. We want your experiences here to be positive and growth promoting. This informational handout is intended to inform you about Counseling Services and about your rights and responsibilities as a student. Please sign this form to verify that you have received and understand this information. Take your time, read this carefully, and ask your counselor if you have any questions.

What is counseling? Personal counseling provides a safe environment where people can share their thoughts and feelings, explore concerns, gain awareness and find positive new ways of looking at a situation. Community referrals may be made for students needing or requesting specialized, intensive or long-term therapy.

Eligibility for Counseling Services: To be eligible for counseling you need only be enrolled in at least one credit course for the current semester.

Our Schedule: Counseling Services is open 9-5, Monday through Friday. Same day appointments are available on a first come, first serve basis. You can schedule an appointment at any time by calling the Student Services Front Desk at 796-6000.

Appointments: Counseling Services provides brief, solution-focused counseling. Students are eligible for 12 counseling sessions per year. If further sessions are needed a community referral can be made. At the initial session, counseling staff will gather required data and background information to contribute to giving you the best counseling experience. Subsequent sessions are approximately 50 minutes in length.

Cancellation Policy and “No-Shows”: Please call the main desk at 796-6000 if you need to reschedule or cancel an appointment, (24 hours’ notice is appreciated when possible).

Student Rights: Counseling is a voluntary act, and you have the right to choose counselors who best suit your needs. We will do our best to accommodate your needs or to give you an appropriate referral. You have the right to be treated ethically by your counselor.

UAS COUNSELING SERVICES CONFIDENTIALITY POLICY: Counseling Services ensures that any information exchanged during the counseling process is used exclusively for the benefit of the student. Counseling records are not kept in student academic files and information is not released to anyone unless:

1. We have your written permission.
2. Information you provide gives counselors reasonable cause to believe you will harm yourself or someone else and we believe it is necessary to prevent clear and imminent danger to you or others.
3. Information you provide gives counselors reasonable cause to believe that a child, dependent adult, or a vulnerable elderly person has been abused.
4. Counseling Services receives a court order to disclose confidential information about you. If this happens, we will first ask that the court drop their order. If they refuse to drop their order, we will disclose only the minimum amount of information we deem necessary to satisfy the court's order.
5. You waive the privilege by bringing charges against us.

I have read and fully understand the preceding description and conditions of Counseling Services' policies and procedures. Additionally, I consent to the following:

- **I will provide notice if I am unable to attend my appointment. The best number to call is 796-6000 if I need to cancel or reschedule. I understand that if I "no-show" for my appointment, that this counts toward my 12 sessions allowed per year.**
- **It is my responsibility to notify the UAS Counseling Services if my contact information changes.**

Student Signature:_____

Date:_____

Counselor Signature:_____

Date:_____

Revised Summer 2014