



## Caldwell University Counseling Services Informed Consent

Counseling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a professional counselor who has the desire and willingness to help you accomplish your individual goals.

Short-term counseling services are available to currently enrolled students free of charge. If, in the counselor's professional judgment, the student's needs exceed those which can be provided for within the scope of the University's Counseling Center, the counselor will assist the student with a referral to another outside resource. In the case of a referral, normal fees will apply.

### Confidentiality

**All interactions with the Counseling Center, including scheduling of or attendance at appointments, content of your sessions, progress in counseling, and your records, are confidential. No record of counseling is contained in any academic, educational, or job placement file. You may request in writing that the counseling staff release specific information about your counseling to designated persons.**

### **EXCEPTIONS TO CONFIDENTIALITY**

- ◆ The sharing of client information among the Counseling Center staff for supervision or case conferences is not considered a violation of confidentiality. The goal of such consultations is to provide the client with the best possible care.
- ◆ In the event that a client is threatening serious harm to self or others, the Counseling Center staff is legally required to report this information to the authorities responsible for ensuring safety.
- ◆ If a counselor has reason to believe that a child under the age of 18, an elderly person, or a disabled person in your care is being abused or neglected, the counselor is legally obligated to report this situation to the appropriate state agency.
- ◆ A court order or subpoena may require the Counseling Center staff to release information contained in records and/or require a counselor to testify in a legal proceeding.

### **Please check "yes" or "no":**

In order to facilitate your counseling treatment, do you give permission to Caldwell University's Counseling Center to exchange confidential information with the Caldwell University Health Services staff?

( ) Yes

( ) No

I have read and discussed the above information with my counselor. I understand the nature and limits of confidentiality and what is expected of me as a client of the Counseling Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Please read back of page)*

General Information

Counseling is by appointment; the duration of each session is approximately 45-50 minutes. Counseling is available throughout the academic year when classes are in session. You must be registered for classes in order to receive psychological counseling services.

The number of counseling sessions available to you is limited. Due to the number of students requesting counseling services and the limited counseling staff available, we are unable to provide long-term counseling to our clients. We will schedule sessions based upon your needs and the availability of your counselor. After six sessions, your counselor may evaluate the process with you to determine whether adequate progress toward your counseling goals has been made. You and your counselor will then decide if additional sessions are necessary or if a referral to an outside resource is appropriate.

Since we are a campus counseling Center, on rare occasions your session may be interrupted due to an emergent crisis of another student member of the community. We ask that you be understanding in these situations. Your appointment will be rescheduled as soon as possible.

Arrival on time for your scheduled appointment will allow you to make the most of your session. Please notify us at 973-618-3307 if you will be late. Twenty-four hour notice of cancellation allows us to use the time for waiting clients.

