**Informed Consent for Student Counseling Services**

This document contains important information about our policies and procedures related to counseling services. We strive to provide high-quality, short-term counseling services to the students of Blackburn College.

**Counseling Services:**

A Licensed Clinical Professional Counseling/LCPC will provide individual and/or small group consultation to currently enrolled students at no charge. Our services are tailored to the individual and viewed as a collaboration for the social, emotional, and academic success of the student. We work with each student to determine their needs, and service options include but are not limited to weekly scheduled appointments, as-needed appointments, short-term counseling, and scheduled check-ins. Appropriate referrals will be made if there are medical or behavioral health needs outside the scope of practice of the college counseling professionals.

**Confidentiality:**

When you speak with a counselor, we understand the importance of confidentiality to create a safe and supportive space. The information you share will be held confidential, and your information will not be discussed with faculty, staff, or other students. There are exceptions to confidentiality related to safety and the legal/ethical guidelines of the professional counselor. Please review the exceptions:

* Reported child or elder abuse
* Imminent danger to self or others
* In the event of a court order from a judge

**Email:**

Email can be used during business hours (9 a.m. to 5 p.m.) as a form of communication with the counselor. Please note that confidentiality through email cannot be guaranteed. Communication via email is limited to scheduling discussions. Sharing personal or clinical information through email is discouraged.

**Scheduling/Tardy/No-Show:**

Appointments will be arranged through email requests. A Google Calendar invite will be sent for appointment times. If you need to cancel, please notify the counselor via email as soon as possible. We understand that advance notice might be difficult; in that case, follow up with your counselor as soon as possible. In the event of three (3) consecutive no-show appointments, your appointment time may be given to another client. Please have a discussion with your counselor to determine the most effective way to make counseling work within your schedule.

**After-hours/Emergency:**

The Counseling Center's hours of operation are from 9 a.m. to 5 p.m., with some evening availability by appointment. The counselor will return after-hours calls/emails on the next business day. In the event of a mental health emergency, please go to your local ER or call 911. For 24/7 mental health support, dial 988 for the Suicide and Crisis Hotline.