

## **INFORMED CONSENT STATEMENT**

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You must carefully read the entire "*Terms & Conditions*" statement below **BEFORE** using the Online Counseling Services at San Diego City College.

### **TERMS & CONDITIONS:**

Information about you is confidential. It is important that you supply the most current information about yourself, your educational history, plans and career goals so that online counselors may provide you with the most accurate information specific to your needs.

- Wherever E-Counseling is mentioned, I understand this is referring to the online counseling services provided by San Diego City College, which includes, but is not limited to, *Live e-Appointments* with Counselors, and the use of an unsecured email for quick general questions known as "*Ask the E-Counselor*".
- Per the Family Rights and Privacy Acts, I hereby grant permission for San Diego City College Online Counselors to release academic information about myself during a Live e-Counseling appointment and/or workshop or group session, via the WebEx Meeting Center, which I understand to be encrypted and secured.
- When using the "*Ask the E-Counselor*" function, I understand that these interactions are communicated through an unsecured email, and is to be used for general questions only. Therefore, **I will not share my confidential student record information, via this option, nor will the counselor provide or discuss my student records via this option.**
- When requesting a *live e-Appointment* and while asking the Online Counselor questions, I must authentically represent myself in all aspects.
- I am the student who will be attending the *live e-Appointment*, and I will provide accurate personal information, educational history, and educational goals.
- I will protect my meeting ID# and password by not sharing this information with others.
- I authorize the Online Counselor to provide me with information related to my academic records online through the use of the Online Counseling website and the WebEx powered Meeting Center.
- I authorize the Online Counselor to record my *live e-Appointment/e-Workshop* session for the sole purpose of assisting me with my academic pursuits. I give permission to San Diego City College Counselors, relevant City College personnel and WebEx Meeting server personnel (administrator) to, when necessary and for the sole purpose of improving the online meeting services, have access to recorded information from a *live e-Appointment* and/or a *live e-Workshop* between me and a Counselor.