

**San Diego City College
Counseling & Personal Growth Department
Online Counseling Services**

INFORMED CONSENT STATEMENT

If you will be utilizing our “Ask the e-Counselor” (email) or live e-Appointment services, carefully read the entire Informed Consent statement below, including the Terms & Conditions and Privacy Protection statements, **BEFORE** utilizing our services.

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.

- ⇒ Per the Family Rights & Privacy Acts, I hereby grant permission for San Diego City College Counselors to release academic information about myself during a live e-Counseling appointment via the Zoom virtual meeting platform.
- ⇒ When requesting a live e-Counseling appointment and asking the Counselor questions through the “Ask the e-Counselor” email feature, I must authentically represent myself in all aspects.
- ⇒ I am the student who will be attending the live e-Counseling 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 other.
- ⇒ I understand that California is a "two-party consent" state. It is a crime in California to record a telephone call or videoconference, among other types of private conversations, without the express consent of all participants.
- ⇒ **I understand that I may not record my scheduled online session with my counselor without their consent.** I may not record the meeting or any portion of it unless I ask the counselor and they specifically give you permission.
- ⇒ 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 Zoom virtual meeting platform.
- ⇒ I give permission to San Diego City College Counselors, relevant City College personnel and Zoom meeting personnel (administrator) to, when necessary and for the sole purpose of improving the online meeting services, have access to recorded information (if applicable) from a live e-Counseling appointment between me and a Counselor.

PRIVACY PROTECTION

I understand that when using San Diego City College's Online Counseling services, I must protect my personal information from others, therefore:

- ⇒ I will provide an accurate and private email address. I understand that the e-Counseling appointment scheduling program will automatically email confirmation messages and notifications to the address I provide.
- ⇒ I understand that, in the event I forget my live e-Counseling appointment log-in information, I may request that the Counselors email this information to the email address I provide.
- ⇒ I understand that every time request a live e-Appointment, my email address must be accurate and private.
- ⇒ I understand that if I choose to share an email account with another person, that person will have access to my meeting log-in instructions, which may allow that person eventual access to my personal and academic information.
- ⇒ If I choose to share an email account, I release San Diego City College Online Counseling services and the SDCCD from any liability resulting from such action.

Utilizing the “Ask the e-Counselor” and Live e-Appointment services means that I have read the above information in detail. I understand and agree to the Terms & Conditions and Privacy Protection established for San Diego City College Online Counseling services.