

# **INFORMED CONSENT STATEMENT**

Terms and Conditions for Online Counseling Services at Santa Ana College

**Online counseling services include basic advisement for education and career planning. Online services include: course waivers, general questions about academic programs, course selection, and referral to programs and services. Please note at this time any forms shared via Zoom interactions may not be ADA compliant. We are currently modifying our forms to meet ADA guidelines. If you require accommodations, please let your counselor know at the beginning of your session.**

**Our services do not include psychological counseling services. If you are in need of this type of service please contact Psychological Services. To schedule a counseling appointment for a comprehensive education plan, transcript evaluation, or degree/transfer check, please call 714-564-6103.**

**The online counseling services are offered for Santa Ana College students and the general public with the understanding that counselors may provide you with personal and academic information via internet access to the online counseling website. Therefore, in order for you to use the online counseling services, it is important for you to read, understand, and agree to all the following points:**

## **Confidential Information**

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

Please read the following statements regarding your online information:

Per the Family Rights and Privacy Acts, I hereby grant permission for SAC online counselors to release academic information about me via the online counseling website to which I must login.

When establishing my account, student profile, and while asking the online counselors questions I must authentically represent myself in all aspects.

I am the student who established this online counseling account. I have provided accurate personal information, educational history, and educational goals.

I will keep my information current by updating my profile as needed.

I will protect my username and password by not sharing this information with others.

I authorize the online counselor to view my academic records.

I authorize the online counselor to provide me with information related to my academic records online through the use of the online counseling website.

## Privacy Protection

Please read the following statements regarding your online information:

I understand that the most important action I can take regarding online counseling is to protect my personal information from others. I have provided an accurate and private email address. I understand that the online counseling program will automatically email counselor reply notifications to the email address I provide. The email messages contain a direct link to the online counseling home page from which I may login, ask questions, retrieve answers, or change personal information for the online counselors. I understand that in the event that I forget my password, I may request that the online counseling program automatically email this information to the email address I provide.

I understand that if I choose to share an email account and password with another person, that person will have access to my online counseling profile, which will contain my personal and academic information. By sharing an email account, I am authorizing that person's access to information, and in essence, giving them access to alter information about me in the online counseling program.

## Student Conduct

Failure to adhere to online counseling rules of conduct, etiquette, and guidelines may result in the elimination of online counseling services. Student conduct at SAC must conform to the district policies and regulations and college procedures. Students in violation of the online counseling agreement form will be subject to disciplinary action. Violations include but not limited to the following:

Dishonesty, cheating, plagiarism, lying or knowingly furnishing false information to the district or college officials performing their duties.

Forgery, alteration, or misuse of district documents, records, or identification.

Knowingly accessing and without permission altering, damaging, deleting, destroying, copying, or otherwise using any data, which reside or exist internal or external to a computer, computer system, or computer network in the district.

Not following established guidelines and etiquette for online counseling.

I have read the above information in detail. I understand that by clicking the **box on the preceding page** I am agreeing to the terms and conditions established for online counseling.