

We feel it will be helpful to provide you with guidelines regarding College Counseling Center policies and to orient you to our procedures. Your counselor will discuss this information with you during your first counseling session. Please raise any questions you may have with your counselor.

GENERAL POLICY

The Potsdam College Counseling Center is a short-term counseling service. Most of our clients are seen for less than five sessions, although we will make every effort to respond to your unique situation. On occasion, referrals to other counselors or community agencies either in the area or near your home may be appropriate. If you have received prior psychiatric or psychological treatment, we require that you inform us and that you sign a Release of Information form so that we can request information from your previous clinician. You should also be aware that not all types of counseling problems are dealt with in this center. There may be times when, due to excessive demand, a referral to another agency may be required. It is your responsibility to follow through with treatment referrals.

MEDICAL CONSULTATIONS

All clinicians comprising the SUNY Potsdam Counseling Center are Licensed Mental Health Counselors (LMHC). The legislative statute that empowers New York State LMHC's requires them to have anyone they are treating in a clinical setting seek a medical consultation/evaluation if the individual exhibits characteristics that are representative of the following : schizophrenia, schizoaffective disorder, bi-polar disorder, obsessive-compulsive disorder, major depressive disorder, panic disorder, attention-deficit hyperactivity disorder and autism. The treating clinician must then consult with the medical consultant on their conclusions and recommendations for treatment. Students are NOT REQUIRED to follow such recommendations. Signing this document acknowledges that you are aware of this clinical practice.

KEEPING AND RESCHEDULING APPOINTMENTS

We have limited number of staff hours and a high demand for service. We ask your cooperation in using our time effectively. As much as possible, keep your appointments at the time scheduled. If you need to cancel or reschedule an appointment, please inform us at the earliest possible moment. In the event that you fail to attend two scheduled appointment without notifying our office, the normal time set before meeting with a counselor will be reviewed and re-determined. If for some reason you decide to terminate services between appointments, please let your counselor know about this decision. The College Counseling Center phone number is 267-2330. NOTE: IF YOU ARE MORE THAN 10 MINUTES LATE FOR ANY SCHEDULED APPOINTMENT, YOU WILL BE ASKED TO RESCHEDULE!

CONFIDENTIALITY

Information shared by you in a counseling session will be treated with the strictest confidentiality, and will not be disclosed without your permission, except when, in the judgment of the counselor, such disclosure is necessary to protect you or someone else from imminent physical or psychological danger. In addition, counselors must also surrender client records to a court if subpoenaed by a judge. While information will not be released to an outside agency without your written permission, professionals confer within the center in order to improve services for you.