

University of Connecticut- Greater Hartford Campus

Counseling & Wellness Center (CWC)

Student Informed Consent Form

The Counseling & Wellness Center (CWC) on UCONN's Greater Hartford campus provides students with counseling services and support, as well as educational resources on diverse lifestyle topics and health related issues. All written and verbal communication derived from the counseling office is kept confidential, except for the 'limits of confidentiality' clause listed below.

**'Limits of confidentiality'** include:

- 1. If you are a danger to yourself or others.***
- 2. If you are so gravely disabled that you are unable to care for yourself.***
- 3. If you report the abuse or neglect of a minor child or dependent elderly person.***
- 4. If a court mandates the release of your record.***

These exceptions are designed to protect students and their communities as required by State, Federal and local law.

**'Authorization for Information Release' Form**

The release of information from the counseling records of students can only be shared with others when students grant permission by signing the 'Authorization for Information Release' Form. Our standards are compliant with Connecticut State Statute and the professional ethics of the counseling profession. Note: In many cases it is in the best interest of the student to share information contained in her/his counseling record to pertinent family members, individuals within the university community and/or professionals outside the university community. Effective counseling sometimes requires that staff members share confidential information with other staff members.

\*If students are planning to transfer to the Storrs campus in the future, it may be beneficial to have their counseling records forwarded to Counseling & Mental Health Services (CMHS) at the time of transition.

Students who participate in counseling services should be aware that while any of the interventions offered by the Counseling & Wellness Center may offer significant, positive benefits, they may also cause negative consequences such as unpleasant memories, thoughts or emotions during the initial assessment process, individual counseling, group support groups, and/or crisis intervention. Prescribed medications, while often beneficial, may produce negative side effects as well.

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**Robin Shefts MA, LPC, C.Ht is a Connecticut licensed professional counselor, and the Counselor/Associate Director of the Counseling & Wellness Center at the University of Connecticut (Greater Hartford campus).**

## Counseling & Wellness Center Protocol/Policies

### Provision of Counseling Services

The initial visit with the Counselor is an opportunity for students to define the issues that have brought them to the Counseling & Wellness Center. During this intake session, students will complete pertinent counseling forms, and provide the Counselor with an overview of their personal needs and concerns.

During this assessment process, the Counselor will evaluate the information from the student's health history, personal background, and current situation, as well as any pre-screening tests/inventories. When the assessment process is complete, the Counselor will make professional recommendations appropriate to the student's situation and personal needs. These recommendations may include on-campus counseling sessions, as well as referrals to support groups, practitioners in private practice, and/or social service agencies.

**Referrals:** Should students require long-term treatment or specialized services, students may be referred to community practitioners/agencies. If students have been referred from CWC, it is useful for the office to be informed if students appear for their appointments. May we be notified from the referring source? (Please check one)  May inform  May not inform.

### Eligibility

Counseling services and support groups on-campus are free for all students enrolled on UCONN's Greater Hartford campus. The number of counseling sessions may be limited in order to address the overall needs of students on campus.

### Confidentiality

Counselors are required to maintain confidentiality in accordance with the ethical guidelines and legal requirements of their profession. Records are kept for the period required by ethical and legal guidelines; that period is presently 7 years.

### Hours of Operation

The Counseling & Wellness Center is open Monday-Friday, 9:00 am- 4:00 pm during the academic year with the exception of school vacations and holidays for which the University is closed. In addition, the CWC is closed during counseling sessions and support groups that are scheduled in the CWC office. It is recommended that students make appointments for counseling services, except during emergency situations. If the situation is regarded as an emergency, and could be life-threatening, students are advised to call 911.

### Counselor Expectations of Students

Students are requested to be on time for all counseling/support group appointments. If students are going to be late for appointments or want to reschedule appointments, a 24 hour notice is requested. Students must notify Robin Shefts, Counselor/Associate Director of the Counseling & Wellness Center at 860.570.9288 or [ghccwc@uconn.edu](mailto:ghccwc@uconn.edu) as soon as possible to reschedule appointments. Students who continually miss appointments without notifying the CWC in advance (except for emergencies) may need to be referred to off campus counseling services.

Students are expected to actively participate in the counseling process, and complete assignments (worksheets/creative activities) that may be recommended by the Counselor in order to enrich their counseling experiences.

I, \_\_\_\_\_, have read and agree with the  
(print name)

statements and terms of this document. I understand that no records or information about me will be released without my permission, except under certain circumstances that are stated above.

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date