

LIVE E-APPOINTMENTS INFORMED CONSENT STATEMENT

Carefully read the entire "*Terms & Conditions*" and "*Privacy Protection*" statements below **BEFORE** requesting an online appointment.

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 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 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.

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 program will automatically email confirmation messages and notifications to the address I provide.
- I understand that, in the event I forget my live e-Meeting password or e-Meeting ID#, I may request that the E-Counseling program email this information to the email address I provide.
- I understand that every time I 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 ID# and password, 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.