



Counseling Request for Services

Return completed forms in person or by email to Counseling and ADA Services:
Garland Library, Room 233
423-636-7300 ext. 5402
counselingandadaservices@tusculum.edu

Please provide the following information. For those questions that do not apply to your request, please answer N/A to indicate not applicable.

Last Name: _____ First Name: _____ MI: _____

Preferred Name/Nickname: _____

Pioneer Email: _____ Alternate Email: _____

Student ID: _____ Major: _____

Cell Phone: (____) _____ Local Phone: (____) _____

Classification (Select One). ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate

Campus (Select one): ___ Greeneville ___ Knoxville ___ Morristown ___ Online

Are you currently enrolled? Y___ N___ If no, anticipated start date: _____

1. Please select the reasons you are requesting Counseling Services:

- Coping with stress
- Dealing with trauma such as intimate partner violence, abuse or assault
- Troubled past
- Substance use
- Improving mood to decrease depression
- Ways to manage anxiety
- Coping with grief
- Adjustment to college
- Improving relationships
- Understanding sexual orientation or identity
- Other _____

2. Please answer each question by circling yes or no.

Yes or No (a) Do you consider yourself spiritual or religious?

Yes or No (b) Do you have spiritual beliefs that help you cope with stress?

Yes or No (c) Would you like to incorporate your spiritual or religious beliefs in your counseling services?

3. Select the format of counseling in which you would participate. Check all that apply.

Individual counseling (sometimes called “therapy”) is a process through which students work one-on-one with a counselor.

Group counseling is a process through which a small group of people (generally six to ten) meet face-to-face with a trained group counselor to talk about a particular issue with which all of them need assistance.

Educational counseling is a small group of people meet face-to-face with a trained group counselor to explore and develop skills around a particular topic in which all of them would like to learn.

Please initial by the information included in this request

Request for Counseling and ADA Services

Informed Consent

Counseling Request for Services Statement

On _____ (date) I, _____ (name), submitted this request for counseling services.

Tusculum is committed to offering students with the opportunity to meet with a professional counselor in a confidential atmosphere at no cost to the student for short-term care or referral. The participation in counseling is completely voluntary, and students may terminate services at any time. Completing this form and meeting with a counselor are the first steps to receive counseling/mental health treatment services.

Once my file has been reviewed, a staff person from Counseling and ADA Services will contact me within five business days to schedule an initial counseling appointment. I understand that I may be asked to complete behavioral health inventories to guide services.

Student Signature

Date

For Office Use Only

Date Received: _____

Received by: _____

Initial due date: _____

Informed Consent for Counseling and ADA Services

Last Name: _____ First Name: _____ MI: _____

Student ID: _____ Date: _____

Welcome to Counseling and ADA Services office at Tusculum. This informed consent is intended to give you general information about the services the office offers. Please read each section carefully before you initial. If you have any questions about the contents of this document, please ask.

Eligibility

A person must meet one of the following criteria to receive Counseling and ADA Services at Tusculum:

- 1) An admitted student who intends to enroll during the upcoming semester
- 2) A current student who is taking at least one class during the semester he or she requests services.

Counseling and ADA Services may request proof of eligibility such as asking a person to submit a copy of a Tusculum acceptance letter or a copy of the current semester's class schedule.

Student's Initials: _____

Provisions of Services

Counseling and ADA Services at Tusculum offers secular and Christian Integrated services promptly within a safe, respectful, and nonjudgmental environment. Counseling and ADA Services offers a variety of programs and resources to students. As part of the initial request for services, students are encouraged to complete a comprehensive needs assessment to develop the most appropriate and effective Counseling or ADA services plan.

Counseling services may include personal and social adjustment assessments, secular and Christian individual and group counseling, crisis intervention, expressive arts programs, workshops, and referrals. Students and counselors will collaborate to identify services and supports to aid students to achieve their academic and personal goals. Additionally, students who receive individual and group counseling services are granted up to 8 sessions per semester and no more than 16 appointments in an academic year for a combined total of 32 individual and group sessions. Group counseling services are limited to ten students per group. Students who need or request long-term counseling services or medication will receive referral information to community mental health agencies and other resources.

Student's Initials: _____

Nature of Counseling and ADA Services

There are many research-based benefits associated with counseling and disability services.

Counseling may improve people's understanding of themselves and others. It may also serve as a platform for people to face difficult life circumstances, make life choices that align with one's values and beliefs, and manage the stress of daily living.

There are occasions when Counseling and ADA Services may result in unanticipated feelings and change, which might have an unexpected impact on students and their relationships. Students are

encouraged to communicate their concerns with Counseling and ADA Services. If students believe their concerns are not addressed in a timely and appropriate manner by Counseling and ADA Services, they should initiate the Grievance Procedure provided below.

Student's Initials _____

Grievance Procedures

Students may file a grievance in the form of a written complaint against Counseling and ADA Services through the Dean of Students within ten (10) business days of the incident. The Dean of Students will contact students directly. Students are invited to continue to use all programs and services offered by the office without fear of retaliation.

Student's Initials _____

Confidentiality

Students should understand that Counseling and ADA Services maintains privacy per the ethical guidelines and legal requirements of its profession and the state of Tennessee. No records or information about students will be released from Counseling and ADA Services without students' written consent, except under these circumstances:

- Present a danger to self or another person
- The suspicion that a child, dependent adult or elder is being abused (physically or sexually) or neglected
- Under the age of 18 and disclosure of abuse or neglect is made
- A valid subpoena is issued for records or otherwise subject to a court order, or other legal process requiring disclosures

Student's Initials _____

Rights and Responsibilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Under these two laws, Tusculum provides equal access to all goods and services it offers to all qualified persons with a disability. Each member of the Tusculum community has rights and responsibilities to the programs offered, including extracurricular activities, are accessible to students with disabilities. Tusculum also complies with FERPA and HIPPA laws with regards to Counseling and ADA Services.

Students

Rights

- Prompt and Requested Services
- Respectful and nonjudgmental environment
- Confidentiality

Responsibilities

- Promptness and Attendance
- Participation
- Feedback on services

Student's initials (if applicable) _____

About the Counselor/ADA Coordinator

Dr. Michell Temple, LPC (GA), LPC/MHSP (TN) provides counseling from a cognitive behavioral approach with an emphasis on meaning-making of emotions and life circumstances. She utilizes a variety of therapeutic interventions to meet the students’ needs. Generally, she considers counseling a developmental process whereby students are challenged to grow their intellectual, behavioral, and emotional repertoire to live life abundantly. Dr. Temple holds a doctorate from the University of West Georgia in Professional Counseling and Supervision and a Master of Science in Rehabilitation Counseling from Georgia State University. She also holds two degrees in theater (BFA in Acting and MA in Theatre Education). She is earning a doctorate of philosophy from Regent University in Counselor Education and Supervision. Her current certifications include the National Certified Counselor, Rehabilitation Counselor, and Clinical Trauma Specialist. Dr. Temple holds state licensures to practice counseling in the states of Georgia (#5473) and Tennessee (#4264).

Student’s Initials: _____

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Staff Review of Informed Consent Acknowledgement

Counseling and ADA Services is committed to offering students who participate in services with opportunities to be supported and challenged personally, socially, and spiritually throughout their academic journey at Tusculum. As such, the signature below acknowledges that a Counselor has reviewed the above Informed Consent with the student requesting services.

Counseling and ADA Services

Date