



Counselling and Career Centre
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.343.4064
 Fax: 403.342.3424
 Email: counselling@rdc.ab.ca

COUNSELLING AND CAREER CENTRE INTAKE

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. This information will be used by Counselling and Career Centre to process your request to access our services. The information will be retained by Counselling and Career Centre in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. If you have questions regarding the collection and use of this personal information, please contact the Chair of Personal and Career Counselling, Counselling and Career Centre, Red Deer College, 100 College Blvd, Box 5005, Red Deer, AB T4N 5H5. Telephone: 403.343.4064.

PERSONAL INFORMATION

FIRST NAME	LAST NAME	RDC STUDENT ID #
		PROSPECTIVE STUDENT <input type="checkbox"/>
DATE OF BIRTH (YYYY/MM/DD)	CURRENT ADDRESS	
CITY	PROVINCE	POSTAL CODE
DATE	PROGRAM OF STUDY	YEAR OF STUDY (circle) 1 st 2 nd 3 rd 4 th +
PLEASE CHECK <input checked="" type="checkbox"/> YOUR PREFERRED METHOD OF CONTACT.		
<input type="checkbox"/> HOME PHONE NUMBER	<input type="checkbox"/> ALTERNATE PHONE NUMBER	
<input type="checkbox"/> EMAIL ADDRESS		
May we leave a phone message for you stating we are the Counselling and Career Centre? (e.g., in case of an appointment change)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Note: If we are unable to leave a message for you, your appointment may be changed without notice.		

EMERGENCY CONTACT

Please provide the name of someone who can be contacted in case of a crisis/emergency.		
NAME	RELATIONSHIP	
HOME PHONE	WORK PHONE	CELL PHONE

INTAKE INFORMATION (Please check where appropriate.)

How did you learn about the Counselling and Career Centre?		
<input type="checkbox"/> Advising & Recruitment	<input type="checkbox"/> Health & Wellness Centre	<input type="checkbox"/> Student Funding & Awards
<input type="checkbox"/> College Instructor	<input type="checkbox"/> Campus Rec & Student Life	<input type="checkbox"/> Registrar's Office
<input type="checkbox"/> Course Outline	<input type="checkbox"/> Department Chair	<input type="checkbox"/> Family/Friend
<input type="checkbox"/> Career & Employment Services	<input type="checkbox"/> Learning Support Services	<input type="checkbox"/> Writing Skills Centre
<input type="checkbox"/> Posters	<input type="checkbox"/> Website	<input type="checkbox"/> Student Association Event
<input type="checkbox"/> Other - please specify:		
Have you used services in this office before?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, when?
Your College attendance is:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Alumni	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Other - please specify:

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CLIENT ACKNOWLEDGEMENT

As a client of Counselling and Career Centre,

I, _____ understand the following:

1. There is no fee to you for counselling services. There is a nominal fee for optional career testing services.
2. Services are provided by licensed professionals (Clinical Social Worker, Psychologist, Certified Counsellor and supervised practicum or intern students).
3. Counselling sessions are strictly confidential and no record of counselling is available to other college offices, faculty members, or family without your explicit, written permission. However, federal law and ethical standards for Psychologists, Certified Counsellors, and Social Workers limit confidentiality under three conditions:
 - a) clear and imminent danger to self or others
 - b) current abuse of a child
 - c) when records are required by a court of law
4. Counselling and Career Centre staff strives to provide the highest quality service to students. To maintain high professional standards, all counsellors and professional staff participate in case consultation and supervision on an ongoing basis.
5. Information contained in the files at the Counselling and Career Centre is protected and kept in a secure location.
6. I have the right to ask questions about any of the above information at any time throughout my time with the Counselling and Career Centre. I can also ask to view my file.
7. I understand that if I am late for an appointment, my appointment time may be given to someone else after 15 minutes.
8. If I cannot attend an appointment, I understand that I must provide 24 hours notice whenever possible.
9. Counsellors do not attend any legal proceedings on your behalf unless subpoenaed by a court of law.
10. If the above conditions are unacceptable to me, a Counselling and Career Centre staff member will supply me with the contact information for alternative services.

The reason for consenting to this service has been adequately explained to me and I understand what is involved. I am aware that I may withdraw this consent at any time.

STUDENT SIGNATURE

DATE

