

These guidelines are designed to assist you in mandating students for assessment and/or counseling with Counseling Services. If you have any questions, please feel free to call the Wellness Center for clarification at ext. 5441.

1. Only Community Living Professional Staff and the Vice President for Student Life can mandate students to participate in assessment/counseling with Counseling Services.
2. Mandates require the completion of two forms: the Mandated Counseling Agreement and the Release of Information form. Both are available for download on our website.
3. If the student you are mandating is in crisis, send him/her immediately (or accompany the student if he/she is suicidal) to Counseling Services in the Wellness Center and arrange with one of the counselors to define the details of the mandate (and to fill out and sign the forms) as soon as possible. If the student is not in crisis, continue with the following steps.
4. For legal, logistical, and/or therapeutic reasons, Counseling Services may not be able to provide the services or information you initially request. Thus, unless the student is in immediate danger, please complete the Mandated Counseling Agreement and the Release of Information forms in consultation with one of the counselors prior to meeting with the student about the mandate. Ensure that you, the counselor, and the student are clear about issues of confidentiality.
5. Once the details of the mandate have been worked out with Counseling Services and the forms have been completed, meet with the student and go over the forms, explaining what is required of him/her and what information Counseling Services will (and will not) be providing to you. Ensure that both you and the student sign the forms.
6. With the student in your office, call the Wellness Center and have the student provide the Office Manager with intake information and schedule the first appointment.
7. Bring or fax the forms to the Wellness Center. (Our secure fax machine: 406-447-4553.)
8. During the first appointment, the counselor will go over the forms with the student, making sure that he/she both understands your expectations of the mandate and the consequences of scheduling and attending (as well as failing to schedule or attend) mandated sessions.
9. If the student breaches the Mandated Counseling Agreement, the counselor, will alert you of this and discuss possible follow up actions.
10. If the student is fulfilling the Mandated Counseling Agreement but the counselor believes it will be in the student's best interest to participate in additional treatment on- or off-campus, or to terminate with Counseling Services to continue treatment off-campus, the counselor will make such recommendations to you in writing. The Mandated Counseling Agreement will then be amended to reflect these changes.