
Effective: 3/1/2005

ASU STA Manual Revision Notice

Policy	Summary of Change
<p>STA 301-01</p> <p>Clinical Services</p>	<p>Revision of Policy</p> <p>Revised to update the language, to delete psychiatric nurse practitioner from the listing of C&C's multidisciplinary staff, and to state that C&C clinicians may remain in contact with a student referred to other resources until he or she has engaged services with the outside provider and that EMPACT provides telephone and on-site response after hours for ASU students who don't live in a university residence hall and also provides psychiatric consultation to C&C-licensed clinical staff carrying pagers</p>
<p>STA 301-02</p> <p>Psychiatric Services</p>	<p>Revision of Policy</p> <p>Revised to update the language and "Medical Social Work" to "Patient Assistance Program"; to state that C&C provides limited psychiatric services, that an on-site or off-site psychiatrist will respond by telephone to the C&C clinical staff member, or EMPACT will be called when an immediate psychiatric consultation is needed during regular office hours, and that the after-hours on-call psychiatrist is available through EMPACT; and to delete that C&C provides appointments with a psychiatric nurse practitioner</p>
<p>STA 301-04</p> <p>Outreach Programs and Consultation</p>	<p>Revision of Policy</p> <p>Revised to update the language, to state that the education of members of the surrounding communities is included in C&C's mission and that the mission is expanded to prevent future mental health concerns through time-limited workshops for students, to add information on workshops, and to include student organizations as entities with which C&C's staff have developed consultation and liaison relationships</p>
<p>STA 301-05</p> <p>Eating Disorders Program</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete the psychiatric nurse practitioner from the Eating Disorders Program team</p>

<p>STA 302-03</p> <p>Mental Health Emergencies</p>	<p>Revision of Policy</p> <p>Revised to update the language and the source and to clarify that the policy pertains to students experiencing mental health emergencies</p>
<p>STA 302-05</p> <p>Eligibility for Services</p>	<p>Revision of Policy</p> <p>Revised to delete the “Interim Students” section and to state that spouses and significant others of students and spouses and children of faculty and staff and nonuniversity persons are eligible for career testing and test preparation courses on a fee basis and that faculty and staff are eligible for career testing and test preparation courses on a fee basis and consultation services regarding ASU students</p>
<p>STA 302-06</p> <p>Personal Consultation</p>	<p>Revision of Policy</p> <p>Revised to state that the PC interviewer and the agency’s clinical team determine whether a student is eligible for C&C service and what type of service is most appropriate</p>
<p>STA 302-08</p> <p>Counseling Fees</p>	<p>Revision of Policy</p> <p>Revised to update the language, the purpose, and “Medical Social Work” to “Patient Assistance” and to state that fees are charged for counseling appointments subsequent to the PC, that no-shows or late cancellations for PC appointments, psychiatric evaluation appointments, group screening interviews, individual counseling, or couples counseling will result in a charge for that scheduled appointment, that C&C’s individual, couples counseling, and psychiatric services may be waived upon demonstration of financial hardship, that Fee Reduction Request Forms may be requested from the receptionist, and that fee reductions are not applied retroactively</p>
<p>STA 302-09</p> <p>Student Confidentiality</p>	<p>Revision of Policy</p> <p>Revised to update the language; to delete reference to training and orientation of interns, practicum students, and paraprofessionals; to add that trainees are apprised of the policies and procedures related to student confidentiality as part of their orientation to working at C&C; and to clarify that all procedures for the protection of confidentiality of students 17 or younger are the same as those for students who are 18 or older, except that clinical information and records may be disclosed to the students’ parents or legal guardian</p>

<p>STA 302-10</p> <p>Informed Consent</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete the condition of students' inability to understand the Informed Consent form</p>
<p>STA 502-02</p> <p>Reserving and Using Memorial Union Facilities</p>	<p>Revision of Policy</p> <p>Revised to state that Event and Meeting Services reserves the right to change, cancel, or move an event to another room when necessary, that Event and Meeting Services will charge a service fee when groups fail to use the reserved room space without giving two, 14, or 30 working days' notice, depending on the room reserved, that ballroom reservations must be canceled at least one month prior to the event date, that a charge equal to 50% of the room rate for the applicable category will be made on ballroom cancellations inside of one month prior to the event date, and that two or 14 working days' notice, depending on the room reserved, must be given on all non-ballroom cancellations</p>
<p>STA 502-07</p> <p>Lost and Found Items</p>	<p>Revision of Policy</p> <p>Revised to update the number of holding days of unclaimed items from 90 to 60</p>
<p>STA 502-12</p> <p>Montgomery Instructional Computer Lab</p>	<p>Revision of Policy</p> <p>Revised to update the purpose</p>
<p>STA 505-01</p> <p>Student Organization Registration</p>	<p>Revision of Policy</p> <p>Revised to update the language, to delete the statement that the Student Organization Resource Center provides mailboxes and guidance in programming campus events, to add that it coordinates activity fairs and other opportunities for student development, and to clarify that officers of registered student organizations must be currently enrolled students</p>
<p>STA 506-01</p> <p>Campus Children's Center Enrollment</p>	<p>Revision of Policy</p> <p>Revised to update the waiting list tour information and to state that families must take a program tour in order to place their child(ren) on the waiting list</p>
<p>STA 902-02</p>	<p>Revision of Policy</p>

Eligibility for Student Health and Wellness Center Care	Revised to update the semester eligibility dates and to clarify that ASU employees may receive care for work-related illness or injury, including initial evaluation
STA 902-04 Student Health and Wellness Center Fees	Revision of Policy Revised to state that all undergraduate and graduate students taking at least one credit hour are charged a visit fee
STA 902-13 Student-Athlete Medical Care	Revision of Policy Revised to clarify that services are provided to post-eligibility student-athletes who require treatment for an injury or illness documented at the time of their exit physical, to state that the head athletic trainer or head team physician must authorize payment for all diagnostic or monitoring studies not done by the Student Health and Wellness Center, and to delete the coordinator of the Employee Assistance Program from the executive committee of the Sports Medicine Section of Intercollegiate Athletics
STA 1303 Student Recreation Complex Membership/Guests	Revision of Policy Revised to update the title, the language, and the first offense suspension of SRC members/ASU students facilitating the entry of nonmembers into the SRC from one week to two weeks and the disciplinary actions for subsequent offenses from a \$40 fine and two-week suspension to a \$25 fine and four-week suspension, and to add that the use of cell phones is permitted in the SRC lobby or SRC pool lobby only
STA 001, 106-04, 401-02, 402-04, and 402-08	Revision of Policies Revised to update “Office of the University Registrar” to “University Registrar’s Office”
STA 402-01, 402-03, 402-04, 402-05, 402-06, 402-07, 402-08, 402-09, 402-11, 402-12, 402-13, 402-15, 402-18, 402-19, 402-20, and 402-21	Revision of Policies Revised to update “Disability Resources for Students” to “Disability Resource Center” and “DRS” to “DRC”

[STA](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | STA manual [contact](#) | Student Affairs Web [site](#)

[Back to Top](#)