



Old Dominion University

Student Engagement and Enrollment Services (SEES)

Mane Connect Success Coaching Confidentiality Agreement

This document certifies that I, _____, a student of Old Dominion University and participant in the Mane Connect Coaching Program, understand that any information (written, verbal, or other form) deemed life threatening or harmful (to yourself or others) will be shared with the appropriate University personnel. Furthermore, any information that is exchanged during the course of the success coaching relationship will be documented in order to maintain accurate student records and for proper case management among University departments. For quality assurance purposes, all success coach sessions will be recorded. I understand that by text messaging my coach, I may not receive an immediate response and that this is not a form of communication that should be used in the event of an emergency or crisis. Any student that needs immediate emergency assistance should contact the ODU Police Department at 757-683-4000. Additionally, success coaches adhere to FERPA (Family Educational Rights and Privacy Act) regulations and are not permitted to share information with parents, friends or family members without prior consent.

Old Dominion University strives to maintain our campus as a safe and equitable place of work and study for faculty, staff, and students. All forms of discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran are strictly prohibited. Any student who has concerns about such behavior should contact his/her success coach or the Office of Institutional Equity and Diversity at 757-683-3141 (Spong Hall) for information about campus resources, support, and reporting. Students who experience sexual or relationship violence can also find support and advocacy at the ODU Women’s Center, 757-683-4109 (Webb Ctr.). Please note that the success coaches are mandated reporters and if the aforementioned information is disclosed to your success coach, we will report to appropriate university personnel.

Signature of Student

Date

Signature of Coach

Date

Steps to create e-signature in Adobe

1. Download confidentiality form and save to the computer
2. Open Adobe Acrobat
3. Click “My Computer” on the left side
4. Click “Browse” to find and open confidentiality form
5. Click “Fill and Sign” on the right side
6. Click “Sign” at the top center and then “Add Signature”
7. Type or Draw signature into the box and click “Apply”
8. Move signature to the appropriate locations on the form
9. Click “Add Text” to type in the date
10. Save signed form to the computer and email to Success Coach