Responding to Students in Distress - Quick Guide

**If:**

Anyone feels threatened
Student is in emotional distress
Student is in physical distress (illness)
Student is disruptive in classroom
Student is asking to or has missed class
Student shares they are victim of sexual assault, sexual harassment, sexual violence, or sexual misconduct
Student discloses a disability
Student shows behavior concerns
Student has academic challenges
College Associate Dean
Dean of Students
Student has financial challenges
Parent or family member is involved

**Contact:**

VT Police at 1-6411, or dial 911
Cook Counseling Center
Schiffert Health Center
Dean of Students
Dean of Students/Schiffert Health Center
Deputy Title IX Coordinator
Services for Students with Disabilities
Student Conduct Office
Academic Advisor
Dean of Students
Dean of Students

**Contact Information:**

<table>
<thead>
<tr>
<th>department</th>
<th>phone</th>
<th>office location</th>
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</thead>
<tbody>
<tr>
<td>Cook Counseling Center</td>
<td>1-6557</td>
<td>McComas Hall or 108 E. Eggleston</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>1-3787</td>
<td>109 E. Eggleston</td>
</tr>
<tr>
<td>Deputy Title IX Coordinator</td>
<td>1-8069</td>
<td>150 New Hall West</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>1-3788</td>
<td>310 Lavery Hall</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>1-3790</td>
<td>141 New Hall West</td>
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</tbody>
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**Dean of Students Office:** With the exception of emergencies and/or threatening situations, in all of the above situations, the student or the scenario may be referred to the Dean of Students Office for review and referral. This is particularly important when the student situation might require coordinated response from several university offices and/or resources. Faculty may make reports to the Dean of Students Reporting System found within the Faculty Access menu in Hokie SPA. Dean of Students staff members are available for one-on-one consults with faculty and staff members as well.