

## Responding to Students in Distress - Quick Guide

**If:**

**Contact:**

Anyone feels threatened	VT Police at 1-6411, or dial 911
Student is in emotional distress	Cook Counseling Center
Student is in physical distress (illness)	Schiffert Health Center
Student is disruptive in classroom	Dean of Students
Student is asking to or has missed class	Dean of Students/Schiffert Health Center
Student shares they are victim of sexual assault, sexual harassment, sexual violence, or sexual misconduct	Deputy Title IX Coordinator
Student discloses a disability	Services for Students with Disabilities
Student shows behavior concerns	Student Conduct Office
Student has academic challenges College Associate Dean Dean of Students	Academic Advisor
Student has financial challenges	Dean of Students
Parent or family member is involved	Dean of Students

**Contact Information:**

<b><u>department</u></b>	<b><u>phone</u></b>	<b><u>office location</u></b>
Cook Counseling Center	1-6557	McComas Hall or 108 E. Eggleston
Dean of Students	1-3787	109 E. Eggleston
Deputy Title IX Coordinator	1-8069	150 New Hall West
Services for Students with Disabilities	1-3788	310 Lavery Hall
Student Conduct	1-3790	141 New Hall West

**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.