

Referring Students to Campus Services

Your role as a tutor is to offer students assistance with the subject material of the subject you are tutoring. That being said, students may mention things outside of the subject material that you may feel warrant attention.

When to Refer

1. If you see a student multiple times over the course of the semester and their behavior changes dramatically between meetings you should be concerned.
2. As with many personal issues, the level of extremity in the behavior should be taken into consideration.
 - If a tutee said **"I gained 10 pounds last semester, and my goal is to lose it this semester"**, would you be concerned? What if they said **"I had a terrible week last week and put on 5 pounds just off junk food, but don't worry, it'll be gone by the end of next week"**?

Significant Academic and Personal Concerns

If you believe a student is dealing with significant academic or personal concerns please refer them to one or both of the following offices.

1. If a student mentions that they are **struggling academically**, or with **academic skills**, send them to the **Academic Success Center**. The ASC is a one-stop shop for academic issues.
 - Contact Person: Front Desk; 2nd floor of the DuPont-Ball Library.
 - Phone: 386-822-7345
2. If a student mentions something that makes you **concerned** for their **physical or mental well-being**, or if you notice something about the student that **doesn't seem right**, talk to **your supervisor** or to the Academic Success Coordinator (386-822-7365).

Other Concerns

1. If a student mentions that they have a **disability**, but they aren't sure where to go, refer them to the **Academic Success Center**.
 - Contact Person: Front Desk, ASC; 209 N. Bert Fish, about 200 feet east of the CUB.
 - Phone: 386-822-7127
2. If a student mentions problems with **Greek Life**, refer them to the **Fraternity & Sorority Involvement Coordinator**.
 - Phone: 386-822- 7208
3. If a student mentions **roommate or housing concerns**, ask them if they've talked to their **RA** or a staff member in the **Housing & Residential Life** office.
 - Contact Person: Front Desk; Nemec Hall
 - Phone: 386-822-7201
4. If a student mentions career concerns or wants general assistance with academic advising, send them to the office for **Career and Professional Development**
 - Contact Person: Front Desk; Flagler 102
 - 386-822-7315