

REFERRAL GUIDE FOR STUDENTS

When should I refer a fellow student or friend?

- A fellow student or friend attends class but appears to be struggling
- Student is upset, emotional, seems preoccupied or unable to concentrate
- Student who attends class regularly, but suddenly does not attend consistently
- Student appears to have difficulty understanding directions and completing assignments

How do I make a referral?

- Discuss the problem that you are observing in private with the student (if you feel comfortable)
- Ask the student what they perceive to be the problem
- Suggest getting them connected with the appropriate resource(s) on campus
- Ask student's permission to call the resource to set up an appointment for them, OR
- Accompany the student to the resource person to make a personal introduction, OR
- Complete a Student in Crisis Report form and turn in to Counseling or VP for SS Office

Should I follow-up on the referral?

- Remembering that each student ultimately has the choice to accept or reject assistance, ask the student if they were able to get the help they needed
- Discuss whether or not further referrals are necessary

Who do I refer to?

- **Personal Counseling or Any Other Issues that Need a Single Point of Contact** – Lance Goede (MH123F; ext 2175) or Susana Lawson (MH123B; ext 2117)
- **Academic Advising** concerns, as well as Compass testing – Paula Hartbank (AW164; ext 2223) or Jason Harris (AW167; ext 2270)
- **Off-campus Job Placement & Career Counseling** – Lance Goede (MH123F; ext 2175)
- **Single Parent/Non-traditional Careers Assistance** – Lance Goede (MH123F; ext 2175)
- **Financial Aid Assistance** – Judy Nethercott, Danielle Hood, or Kathryn DeWitt, MH103; exts 2151, 2274, 2321)
- **Minority Services** – Student Support Services (MH123D; ext 2228)
- **Retention and Transfer Services** – Student Support Services (MH123D; ext 2228)
- **Native American Services** – Sergio Maldonado (MH141D; ext 2285)
- **Disability Services** – Gary Downs (MH123E; ext 2011)
- **Tutoring** – Susana Lawson (MH123B; ext 2117)

Some off-campus Resources you might find useful

- Riverton Community Health Center – 857-6685
- Family Violence/Sexual Assault – 856-0942
- Good Samaritan Homeless Shelter – 856-5435
- Fremont Counseling – 856-6587 or 332-2231
- Workforce Services (Job Service) – 856-9231
- Wyoming Vocational Rehabilitation – 856-2393 or 332-4465
- Eastern Shoshone Higher Education – 332-8052
- Eastern Shoshone Learning Center – 335-7639
- Eastern Shoshone Department of Education – 335-2077
- Sky People (Northern Arapaho Higher Education) – 332-5286