

HELPING STUDENTS IN DISTRESS

Finals Edition

Ways to help

- Consider discussing well-being in classes. Check in with students about their stress level as finals approach.
- Ask follow up questions.
 - Some students may be sharing their stress as they have identified you as a person they trust and just want your listening ears.
 - Some students may disclose something a bit more concerning that you'll want to refer to other resources - or even take immediate action.

Who to Call

- If you are immediately concerned for a student's welfare call 911 or Public Safety (843.953.5609) and they will assist you in trying to locate the student and perform a welfare check.
- If you need to talk through what your potential next steps are, reach out to the Office of Dean of Students (843.953.5522).

How to Refer - FAST & Student Success Insights

- If a student shows signs of distress and you are unsure of how serious it is - a FAST report is the best way to allow the Office of the Dean of Students (ODOS) and the Center for Academic Performance and Persistence (CAPP) to collaborate and follow up with the student.
- If you are not concerned for a student immediately- but know they are having significant academic or personal issues- you can refer them to campus resources directly (see next page). It's also important to follow up with a FAST report about the referral you made to document this concern and your follow up actions.
- Report a concern via SSI (Student Success Insights) to help identify academically at-risk students who may need a referral to CSL, CAPP, or their academic advisor for issues such as excessive absences and failure to complete assignments.

What about privacy?

- Am I allowed to share information about a student with other offices on campus or the Department of Public Safety? What about FERPA? FERPA allows records to be accessed and shared around campus if there is an educational need to know. We can never promise a student full confidentiality because there often is a need for other areas to be aware, but we can promise them discretion and support.

Additional Tips from Students

- **Automatic Replies:** Students often reach out 24/7 to their faculty as final exams approach. Consider adding an **autoreply message** to your email that outlines a typical response time to help **alleviate anxiety** for students awaiting your response and to give yourself some cushion and relief. **Auto responses that include resources available to help with stress are a great idea.**
- **Review Time:** Students greatly value when faculty take the time to review course materials either in class or via handouts in the time leading up to exams.
- **Offer flexibility:** Where possible, please consider extending flexibility to students during this difficult time.



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Finals Edition - Resources

- Department of Public Safety
 - 843.953.5609 (non-emergency line)
- Office of the Dean of Students (ODOS)
 - 843.953.5522
- Center for Academic Performance & Persistence (CAPP)
 - 843.953.5674
- Counseling Center
 - Robert Scott Small Building, Suite 300
 - 84.953.5640
 - 8:30 am-4:30 am
 - Emergency Walk-ins always available
 - Timely Access appointments available same day
- Office of Student Wellness and Wellbeing
 - 843.953.3650
 - Students 4 Support (available until the 1st day of Finals)
 - M-Th 12:00 pm - 9:00 pm
 - Text "4support" to 839863
- Center for Student Learning (CSL)
 - Addlestone Library, Room 116
 - 843.953.5635
- Office of Disability Services (SNAP)
 - 843.953.1431
- Office of Victim Services
 - 843.953.2273

Special note: if a student has been engaged and attending classes but misses a final exam- make sure to report their absence via FAST or by contacting ODOS.



Scan here to access the **FAST Form**
or use the link in **MyPortal**
or on the **ODOS website**.



Questions?

Contact the Office of the Dean of Students



843.953.5522



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www.deanofstudents.cofc.edu