

# Quick Guide for Assisting Students at Risk at Ithaca College

## Counseling and Psychological Services (CAPS)

[www.ithaca.edu/counseling/assisting](http://www.ithaca.edu/counseling/assisting)

**In an Emergency:** If your concerns about a student require immediate action to keep the student or others safe, contact the Office of Public Safety, 607-274-3333, or dial 911 from an on-campus phone.

**Faculty:** Consult with your Dean's office. The Dean will assess concerns and determine next steps, which may include contacting the Office of Student Affairs and Campus Life (SACL) for further consideration.

**Staff:** Contact the Office of Student Affairs and Campus Life (SACL), 607-274-3374, or fax a completed reporting form to 607-274-1728. Additional information and the reporting form can be found at:  
**[www.ithaca.edu/sacl/services/assist](http://www.ithaca.edu/sacl/services/assist)**

**Students:** Talk with a professional staff member (e.g., residence director, supervisor) or faculty member about your concern. He or she will help you think through your concern and/or report it for further consideration.

**Everyone:** Discuss your concerns with a supervisor or trusted colleague. If comfortable, reach out to the student directly and express your concern. Review the Students at Risk Initiative on the SACL website at: [ithaca.edu/sacl/services/assist/](http://ithaca.edu/sacl/services/assist/) for information about how to identify, respond to and/or report concerns.

CAPS professional staff is available Monday -- Friday, 8:30 a.m. -- 4:30 p.m. for consultation and for crisis services for students. If you would like to consult about the well-being of a student or want further support after reporting your concerns, please call and ask to speak to the Counselor on Call, **607-274-3136**.