CMU Cares

A Guide to Helping Students
Provided by the Task Force on the CMU Experience

As faculty and staff, we all work together to help each student thrive and reach their highest potential, creatively and academically, in leadership and in contribution to the larger community.

Many of us come into contact with students daily. In this “front line” role, we sometimes encounter students who need help or guidance. This guide is intended to give you some basic resources to which you can turn. We offer it in the form of a folder, so that you can gather additional resources or confidential notes that may help you provide assistance.

Just as we remind our students that they need never face their challenges alone, you should remember that the university has resources to help you as faculty and staff in your work with students. The Division of Student Affairs, the Office of the Provost and academic administrators stand ready to support you and offer advice.

Please feel free to make use of the resources outlined on the inside covers of this folder. A broader list of resources for students is available at cmu.edu/current-students.

Carnegie Mellon University

Issued Fall 2018
When to Call Whom...

Immediate life safety issues:
University Police 412.268.2323
300 South Craig Street
Call CMU's University Police department 24/7 to request emergency response to any safety concern, including summoning Emergency Medical Services (EMS).

Medical or health issues:
University Health Services (UHS) 412.268.2157
1060 Morewood Avenue
UHS provides medical care and referrals for all students. In addition to general health issues and comprehensive care management, UHS provides services related to nutrition, sleep and alcohol/drug assessments. On-call consultation is available after hours.

Psychological or emotional difficulties:
Counseling and Psychological Services (CaPS) 412.268.2922
Morewood Gardens E-Tower
CaPS offers same-day appointments for urgent situations and 24/7 on-call service for any after-hours mental health needs. Counselors are also available to consult with any members of the university community regarding student mental health concerns. All services, including consultation, are confidential unless life is at risk in the moment.

General concerns:
College Liaisons (listed on back cover) 412.268.2075
College liaisons are senior members of the Division of Student Affairs who work in partnership with advisors, graduate program coordinators, faculty and associate deans in each college regarding student concerns across a wide range of issues.

Housefellows: Residential Education Office 412.268.2142
All students living in university housing are assigned a housefellow who can engage campus resources and assist students who experience personal or academic difficulty. To reach a housefellow during business hours, call the Student Life Office; after hours, University Police will put you in contact with the housefellow on call.

Sexual misconduct:
Office of Title IX Initiatives (TIX) 412.268.7125
Cyert Hall 140
TIX offers professional staff trained to provide support, information, resources and referrals to all community members impacted by sexual harassment, sexual assault, dating/domestic violence and stalking. TIX also addresses concerns of bias or discrimination on the basis of sex assigned at birth, gender identity/expression and/or sexual orientation.

Identity related support and bias concerns:
Center for Student Diversity and Inclusion 412.268.2150
Cohon Center, Lower Level 75
Expert staff, resources and programs for students who align with historically underrepresented or marginalized identities such as women, LGBTQ+, transgender and gender non-binary, racially and ethnically underrepresented, and those who are first in their families to attend college. Staff in the Center also assist students with concerns of identity-based bias and/or harassment.

Financial pressures:
The HUB 412.268.8186
Warner Hall A19
Students who are struggling financially are encouraged to consult with their HUB liaison.

Office of the Dean of Students 412.268.2075
Posner Hall 261
Student Affairs offers short-term emergency student loans.

Immigration issues:
Office of International Education 412.268.5231
Posner Hall, First Floor
Students who report immigration concerns should consult with their assigned OIE advisor.

Accommodations for a student with a disability:
Office of Disability Resources 412.268.6121
5136 Margaret Morrison Street
Resources and accommodations for students with disabilities as defined by the Americans with Disabilities Act.

Academic distress:
Associate Deans, Academic Advisors and Graduate Program Coordinators
Faculty concerned about a student's academic performance can consult with the student's associate dean, academic advisor or graduate program coordinator. Assigned advisors are conveniently listed with each student's name in the CMU directory. Associate deans and advisors can help identify additional academic resources such as Academic Development, the Global Communications Center, the Intercultural Communications Center and the Office of the Assistant Vice Provost for Graduate Education to assist students who are struggling.

Academic integrity issues:
Office of Community Standards and Integrity (OCSI) 412.268.2140
1060 Morewood Avenue, Student Life Suite
Reports of violations of the university's academic integrity policy should be made to OCSI. Staff are also available to consult regarding the university's policies and procedures.

Missing Student
Any community member may contact University Police (412.268.2323) or the Office of the Dean of Students (412.268.2075) to report that a student may be missing. If a report does not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. Even if you aren't sure whether the student is missing, please contact Student Affairs if a student stops coming to class, reporting to work or otherwise stops communicating.

If you are ever unsure where to turn and would like to consult, call the Office of the Dean of Students at 412.268.2075.
General Guidelines for Approaching a Student of Concern

One of the most important steps any of us can take is to remind students that help is always available. Your expression of concern may provide students the motivation they need to seek appropriate help or services.

Here is a list of suggestions on how to respond to a student:

• Approach the student in a private setting, such as your office
• Express your concerns directly and honestly
• Let the student know you are genuinely concerned for them
• Remain calm; approach the student in a caring and supportive tone
• Listen carefully and validate the student's efforts to ask for help
• Help the student develop an action plan that addresses the problem
• Consider cultural differences that may be impacting the articulation of the issue, the student's expectations and external pressures
• If you are concerned about the possibility the student might be considering suicide or self-harm, ask the student directly about this and let them know you are concerned and will be calling CaPS or University Police for their support and help
• If you are unsure of an appropriate intervention or if you need help in locating the appropriate resources, CaPS is available for consultation

Don't worry alone. If you are concerned about a student and are not sure what to do, support is a phone call away.

For emergencies: University Police 412.268.2323
For mental health concerns: CaPS 412.268.2922
For medical concerns: UHS 412.268.2157
For general concerns: Student Affairs 412.268.2075

Determining an Appropriate Level of Response

When to Listen, Support and Advise

• Student relates life struggle (e.g., breakup with romantic partner, homesickness, parents' divorce)
• Student cries or expresses normal upset over academic performance
• Student conveys frustration with project co-workers
• Student complains about grading practices

When to Consult and/or Refer to Relevant University Resources

• Student sends email message alluding to something disturbing
• You are concerned about student's reaction to being suspended or dropped
• Student discloses having been sexually assaulted
• Student exhibits significant signs of depression, anxiety or problematic substance use
• Student expresses passive thoughts of death such as, "It would be easier if I were dead." (with no intent to self-harm)
• Student is struggling with immigration issues
• Student is facing financial hardship

When to Take Immediate Action

• Any mention of intent to harm self or others
• Presence of unusual, disturbing thinking or behavior
• Medical problems due to lack of basic needs
• Escalating agitation or aggression
• Persistence of problem despite prior efforts to refer
Key Contacts by College

**Student Affairs College Liaisons (CL):**
Student Affairs staff work in partnership with each college at CMU to support student success through connecting appropriate resources. For more information about the college liaison model, contact Associate Vice President John Hannon at 412.268.2142.

**College Assistant/Associate Deans (CAD):**
Each college has a designated assistant/associate dean who will serve as a point of contact/referral for students in need of assistance in academic matters. For general information regarding academic issues, contact Vice Provost for Education, Amy Burkert at 412.268.5865.

<table>
<thead>
<tr>
<th>College of Engineering</th>
<th>CAD</th>
<th>Kurt Larsen</th>
<th>412.268.2479</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Lenny Chan</td>
<td>412.268.2142</td>
</tr>
<tr>
<td></td>
<td>CL BME/CEE/ESTP/MSE</td>
<td>Bryan Koval</td>
<td>412.268.2142</td>
</tr>
<tr>
<td></td>
<td>CL COO/CHE</td>
<td>Thomas Rainey</td>
<td>412.268.2142</td>
</tr>
<tr>
<td></td>
<td>CL ECE/EPP/ICT/ETIM</td>
<td>Shernell Smith</td>
<td>412.268.2075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Fine Arts</th>
<th>CAD</th>
<th>Kristen Kovak</th>
<th>412.268.2348</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Art/Music/Drama</td>
<td>David Chickering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Architecture/Design</td>
<td>Susie Rush</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dietrich College</th>
<th>CAD</th>
<th>Ana Maria Ulloa-Shields</th>
<th>412.268.2924</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Renee Camerlengo</td>
<td>412.268.2075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heinz College</th>
<th>CAD</th>
<th>Jackie Speedy</th>
<th>412.268.5980</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Holly Hippensteel</td>
<td>412.268.2075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intercollege (SHS/BXA/ETC/IPD)</th>
<th>CAD</th>
<th>Amy Burkert</th>
<th>412.268.5865</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Kristine Kengor</td>
<td>412.268.2142</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mellon College of Science</th>
<th>CAD</th>
<th>Maggie Braun</th>
<th>412.268.6679</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>John Hannon</td>
<td>412.268.2142</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Computer Science</th>
<th>CAD</th>
<th>Thomas Cortina</th>
<th>412.268.3514</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL Undergraduates</td>
<td>Elizabeth Vaughan</td>
<td>412.268.8704</td>
</tr>
<tr>
<td></td>
<td>CL Graduate Students</td>
<td>Angela Lusk</td>
<td>412.268-2075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tepper School of Business</th>
<th>CAD</th>
<th>Sevin Yeltekin</th>
<th>412.268.9622</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CL</td>
<td>Kevin Monahan</td>
<td>412.268.2064</td>
</tr>
</tbody>
</table>

**How can I reach a Student Affairs staff member after hours?**
A housefellow and director-level staff member are on call every day of the year. They are prepared to respond to student needs and critical issues at all hours. They can be reached by calling University Police at 412.268.2323 and asking to have the Student Affairs staff contacted.

---

Our community thrives when we all care for one another. We are grateful for your concern and work with students, and we urge you to make use of these resources and support one another as we make the CMU experience healthy, supportive and inspiring.