



SPARTAN SUCCESS NETWORK

Navigating Counseling Services and Student Accessibility Services Referrals Successfully

To refer a student to Counseling Services:

1. ** If your concern involves a potentially life-threatening situation, please call Counseling Services IMMEDIATELY at 717-815-6437, Monday-Friday 8 AM-5 PM. If outside normal business hours, call Campus Safety at 717-815-1314. **
2. Meet with the student and summarize what you've noticed that is of concern to you.
3. Let the student know you care about their well-being and suggest that Counseling Services can help.
4. Urge the student to call or stop by Counseling Services to set up an appointment.
5. Offer to call the office or walk with the student to Counseling Services so that they schedule an appointment.

To refer a student to Student Accessibility Services (SAS):

1. Meet with the student and summarize the challenges that you have noticed and are concerned about. Ask what they would like to share with you regarding why the course/work/situation is challenging for them but avoid directly asking if they have a disability or diagnosis of any type. The following questions can foster conversation about accommodation needs:
 - a. Has this challenge or issue always been present for you?
 - b. Have you received any supports that have been helpful for you previously?
 - c. Do you think academic accommodations might help?
2. Let the student know you care about their academic success and suggest that SAS may help. It is always the student's choice to disclose any disability information and to request accommodations. Please note that if a student believes they have an undiagnosed issue, SAS may still be able help.
3. Encourage the student to visit our webpage (www.ycp.edu/sas) to learn about the process of requesting accommodations. Direct them to call (717-815-1717) or email (sas@ycp.edu) with any questions.
4. Offer to help the student connect with SAS by:
 - a. Calling the office or walking with the student to Humanities room 23 to schedule an appointment.
 - b. Initiating a Student Accessibility Services Referral in Spartan Success Network.

Feel free to reach out to Counseling Services (717-815-6437) or Student Accessibility Services (717-815-1717) if you have any questions about how to best support or refer a student for services.