



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 what you've noticed that is of concern to you. Avoid directly asking if they have a disability, but do ask questions that might foster conversation about accommodation needs. These include:
  - a. Was this [concern] a problem for you in high school?
  - b. Did you receive any support services previously?
  - c. Do you think some academic accommodations might help?
    - Note that if a student believes they have an undiagnosed issue with no previous support, we may still help.
2. Let the student know you care about their academic success and suggest that SAS may help. Note that it is always the student's choice as to whether or not to share any disability information.
3. Urge the student to visit our webpage at [www.ycp.edu/sas](http://www.ycp.edu/sas) to learn about the process for establishing accommodations and encourage them to call or email with any questions.
4. Offer to call the office (717-815-1785) or walk with the student to SAS (Humanities room 17) so that they schedule an appointment.
5. Use the Student Accessibility Services Referral in Spartan Success Network as a follow-up, if necessary.