

CAS Student Concerns Referral Guide for L&C Faculty and Staff

from the Dean of Students Office
2017-2018

Note: We encourage you to call department numbers whenever possible as more often than not the front desk person can speak to your concerns. If you feel your call is more sensitive or confidential, please feel free to ask for the individual listed below.

Numbers are listed as extensions and need to be preceded by: 503-768-XXXX

When a student/advisee...

*** Emotionally distressed or having suicidal thoughts**

Counseling Services x7160 counsel@lclark.edu (John Hancock, Chief Psychologist; Laura Mundt, Admin. Coord.)
After hours or if no answer, call Crisis Counseling Service at 503-265-7804 or Campus Safety x7777

*** Posing a threat to others:**

Campus Safety x7777 (Timothy O'Dwyer, Director)

*** Out of class for unknown reasons**

Academic Advising x7750 advising@lclark.edu (acad. alert) (Janet Davidson, Director; Kaiti Lemon, Specialist)

*** Physically ill**

Student Health Service x7165 health@lclark.edu (Margaret Upton, Director of the Student Health Service; Janet Wolff, Admin. Coord.)
After hours, or if no answer, call Campus Safety x7777
Students can access a free after-hours nurse consultation service by calling 1-800-607-5501

*** Alleged to have violated the Academic Integrity Policy**

John Krussel, Associate Dean of the College x7563 krussel@lclark.edu

*** Suspected of being missing (for students who live on campus)**

Sandi Bottemiller, Director of Campus Living x7183 sjb@lclark.edu
Campus Safety x7777 (Timothy O'Dwyer, Director)

*** Alcohol or other drug concerns**

Melissa Osmond, Associate Director of Health Promotion & Wellness x7112 mosmond@lclark.edu

*** Title IX concerns: including sexual harassment and sexual assault:**

All college employees must report any concerns to a Title IX Coordinator. go.lclark.edu/TitleIX

For a confidential consultation, for you or students, contact:

Sexual Assault Response Advocate (during work hours) 503-202-3119

Call to Safety (after hours) 503-235-5333

Melissa Osmond, Associate Director of Health Promotion & Wellness x7112 mosmond@lclark.edu

Counseling Services x7160 counsel@lclark.edu

Student Health Services x7165 health@lclark.edu

When a student/advisee needs:

*** Advice about a leave of absence, permanent withdrawal, or transfer to another school**

Faculty Advisor

Registrar's Office x7335 reg@lclark.edu (Judy Finch, Registrar)

Academic Advising x7750 advising@lclark.edu (acad. alert) (Janet Davidson, Director; Kaiti Lemon, Specialist)

Associate Deans of Student Life (John Hancock, hancock@lclark.edu; Brian White, bdwhite@lclark.edu)

Dean of Students x7110 dos@lclark.edu

*** Advice about a medical or emergency withdrawal**

Registrar's Office x7335 reg@lclark.edu (Judy Finch, Registrar)

*** Advice about being a student athlete**

Physical Education/Athletics x7546 sports@lclark.edu (Sharon Sexton, Associate Director of PE/A)

Student Life

http://college.lclark.edu/student_life/

*** *Advice about finances***

Financial Aid Office x7090 sfs@lclark.edu (Anastacia Dillon, Director)
Student and Departmental Account Services x7829 accountservices@lclark.edu (Cheri Blatner, Director)

*** *Assistance and/or testing for a learning difference or disability***

Student Support Services x7156 access@lclark.edu (Kayleigh McCauley, Interim Director)

*** *To inform professors that they will be absent from class for a week or more due to sickness or family emergency***

Student Support Services x7156 access@lclark.edu (Kayleigh McCauley, Interim Director)
Academic Advising x7750 advising@lclark.edu (acad. alert) (Janet Davidson, Director; Kaiti Lemon, Specialist)

*** *Spiritual or religious support***

Mark Duntley, Dean of Religious and Spiritual Life x7082 duntley@lclark.edu

*** *Help connecting socially or getting involved on campus***

Dean of Students Office, x7110 dos@lclark.edu
Jason Feiner, Director of Student Activities x7122 jfeiner@lclark.edu

*** *Advice about strategies for addressing academic warning or probation***

Pre-major Faculty Advisor or College Advisor
Registrar's Office x7335 reg@lclark.edu (Judy Finch, Registrar)
Academic Advising x7747 advising@lclark.edu

*** *Assistance for a physical disability, including short-term injury***

Student Support Services x7156 access@lclark.edu (Kayleigh McCauley, Interim Director)

*** *Information about how to get tutoring***

Writing Center x7503 holzwrth@lclark.edu (John Holzwarth, Director)
Symbolic and Quantitative Reasoning Center (SQRC) x7569 margotb@lclark.edu (Margot Black, Director)
SAAB Tutoring Center tutoring@lclark.edu (Harold McNaron, Advisor)

*** *Career counseling or advice about community engagement, career opportunities, and internships***

Career Center x7113 careers@lclark.edu (Rocky Campbell, Director)

*** *To be cleared to register because their advisor is unavailable or on leave***

Academic Advising x7750 advising@lclark.edu (Janet Davidson, Director; Kaiti Lemon, Specialist)

*** *Information about graduate scholarships, national fellowships, and internships***

Financial Aid Office x7090 fao@lclark.edu (Anastacia Dillon, Director)
Career Center x7114 careers@lclark.edu (Rocky Campbell, Director)

*** *Information or has concerns about multicultural and/or international issues***

International Students & Scholars x7305 iso@lclark.edu (Brian White, Director)
Inclusion of Multicultural Engagement x7051 multicultural@lclark.edu (Angela Buck, Interim Director)

*** *To make a complaint about a grade or a faculty member***

Faculty member (the 1st step, if possible)
Department/Program Chair (2nd step)
John Krussel, Associate Dean of the College x7563 krussel@lclark.edu

*** *To make a complaint about discrimination or harassment, including that based on religion, race, disability, etc.***

go.lclark.edu/BART
Janet Steverson, Dean of Diversity and Inclusion x6667 jws@lclark.edu
Heyke Kirkendall-Baker, Associate Vice President and Director of Human Resources x6239 hkirkendall-baker@lclark.edu
Valerie White, Ombudsperson x7336 ombuds@lclark.edu