Making a Referral to the Counseling Center

1. If you are concerned about a student’s immediate safety or you own safety, call CMU Police at 989-774-3081 or dial 911.

2. If you are concerned about a student and want to refer her/him to a counselor, there are links to resources on the Counseling Center’s website which may be helpful in planning how to discuss this with the student. See [https://www.cmich.edu/ess/studentaffairs/CounselingCenter/ConcernedAboutaStudent/Pages/default.aspx](https://www.cmich.edu/ess/studentaffairs/CounselingCenter/ConcernedAboutaStudent/Pages/default.aspx). In particular, review the information on the CMU Cares website [https://www.cmich.edu/ess/studentaffairs/CMUCares/Pages/default.aspx](https://www.cmich.edu/ess/studentaffairs/CMUCares/Pages/default.aspx) which has relevant information for faculty. After reviewing this information you may decide to submit a CARE Report.

3. If you decide to talk with the student about your concerns, privately and directly tell the student that based on their behavior, you are concerned about their health and wellbeing and think counseling may be helpful. Be prepared to provide specific examples of behaviors that have led to your concern.

4. Inform the student of Counseling Center services, that counseling is for currently enrolled students, and it is free and confidential. Students may see the counselor of their choice. The Counseling Center’s website [www.counsel.cmich.edu](http://www.counsel.cmich.edu) has information on services provided, how to contact us, location, emergency resources and staff. Supportive resources the student may find helpful are also available on the website.

5. Talk about any concerns the student has about seeking help. Many people are reluctant to seek help believing that doing so is a sign of weakness. However, facing and dealing with one’s problems takes strength and courage. We all need help at some point in time. If the student does not want to speak with a counselor from the Counseling Center, we can assist in linking the student to other campus and community resources.

6. We are flexible. Based on the student’s preference, you or someone else may accompany the student to the Counseling Center and/or appointment.

7. If possible, while you are meeting together ask the student to make the appointment by calling 989-774-3381. Inform the person who answers the phone if you or the student believes he/she needs to be seen immediately, on the same day the call is made, or very soon. During the academic year, emergency appointments are available Monday through Friday 8:00 a.m. to 5:00 p.m. At other times when the university is open, hours are 8:00 a.m. - noon and 1:00 p.m. - 5:00 p.m. After hours during the academic year a counselor may be reached through CMU Police (989-774-3081 or 911 on campus).

8. Discuss with the student if he/she believes it would be helpful for you to provide information to the counselor about your concerns or if you want to provide referral information, and how to do this. This information is helpful.

9. Remember suggesting to someone that they seek counseling is a recommendation that may or may not be followed. People do have the right to decline counseling. If you are concerned because the student did not follow through on your recommendation, you may call the Counseling Center for consultation. You also may decide to submit a CARE Report. See [https://www.cmich.edu/ess/studentaffairs/CMUCares/Pages/default.aspx](https://www.cmich.edu/ess/studentaffairs/CMUCares/Pages/default.aspx).

10. You may want to privately follow up with the student in a few days or so to show your continued concern for her/his wellbeing and perhaps ask whether or not your recommendation for counseling has been followed.

11. Counseling is confidential. If you are in a position to require documentation the student you referred has actually spoken with a counselor, discuss this with the student and ask the student to discuss this with his/her counselor. Without the student’s consent, we cannot inform you if the student has kept an appointment or provide any other information.

12. Contact the Counseling Center at 989-774-3381 if you would like to discuss this topic further.

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