

Quick Reference Guide for Helping Students

If you're not sure where to start, contact the Dean of Student Office at (973) 761-9076.

GREAT MINDS
DARE TO
CARE

IF A STUDENT . . .

YOU SHOULD . . .

- _ Threatens to injure, harm, kill, or risk the safety of self or others
- _ Reports or initiates a campus threat
- _ Refuses to leave classroom/office/building after being asked to leave

TAKE IMMEDIATE ACTION

Call Public Safety and Security

(973) 761-9300

- _ Behaves significantly out of character
- _ Behaves in a way that causes alarm
- _ Displays unhealthy or dangerous patterns of behavior

REPORT BEHAVIOR OF CONCERN TO

Counseling and Psychological Services

(973) 761-9500

Behavioral Intervention Team

BIT@shu.edu

Dean of Students Services Office

(973) 761-9076

- _ Appears to be out of touch with reality
- _ Reports depression, anxiety, or other mental health concerns

CONSULT FOR GUIDANCE OR ADVICE

Counseling and Psychological Services

(973) 761-9500

Behavioral Intervention Team

BIT@shu.edu

Dean of Students Services Office

(973) 761-9076

- _ Exhibits inappropriate behavior
- _ Reports feeling overwhelmed by family or personal emergency
- _ Is not attending class for an extended period of time

CONSULT FOR GUIDANCE OR ADVICE

Dean of Students Office

(973) 761-9076

- _ Is having academic difficulty due to physical, physiological or learning disability
- _ Indicates a need for disability accommodations

CONSULT FOR GUIDANCE OR ADVICE

Disability Support Services (DSS)

(973) 313-6003

- _ Reports having been a victim of a crime
- _ Exhibits extreme behavior that deliberately interferes with instruction or office procedures

CONSULT FOR GUIDANCE OR ADVICE

Public Safety and Security

(973) 761-9300

- _ Indicates experiencing hate crimes, bias or discrimination

CONSULT FOR GUIDANCE OR ADVICE

EEO Compliance/Title IX Coordinator

(973) 313-6132

Dean of Students Office/ Office of Student Conduct

(973) 761-9076



Resources for Assisting Students of Concern

Emergency Situation
call 911 or Public Safety
at (973) 761-9300.

ASSISTING STUDENTS OF CONCERN

Distressed Students — could be irritable; sad; overanxious; withdrawn; confused; lacking motivation; seeking constant attention or demonstrating erratic or concerning behaviors, including references to self-harm.

Disruptive Students — interfere with the University's learning environment with behavior that is reckless, disorderly, aggressive, threatening and dangerous to self or other.

RESPONDING TO STUDENTS OF CONCERN

- _ Safety First – The welfare of the student and the campus community is top priority when a student displays threatening or potentially violent behavior.
- _ Trust your instincts. Make appropriate referrals.
- _ Don't be afraid to ask students if they feel their functioning is impaired or if they feel they have thoughts of harming themselves or others.
- _ Avoid threatening, humiliating, or intimidating statements.

ASSISTING VICTIMS OF SEXUAL VIOLENCE – RESPOND AND REFER

Listen Actively. Don't interrupt or inject your feelings. Your caring but silent attention will be invaluable.

Never Blame them for being assaulted. Even if the student reports feeling responsible, say clearly and caringly that it wasn't their fault.

Inform the student that services are available and that you will be contacting the Title IX Coordinator/Deputy Coordinator to assist them.

STUDENTS WITH DISABILITIES

Most students with disabilities will not be students of concern. However, they may experience difficulties in this environment, because, historically, the educational system was not designed to welcome a diverse student population. In order to reduce the barriers, Disability Support Services (DSS) works with faculty and students with disabilities to determine modifications that allow access.

COURSE DESIGN

Planning for accessibility and inclusion in the design phase is a proactive and sustainable approach to disability. To support faculty in designing for diversity, DSS offers resources on its website and will individual consultation upon request.

ACCOMMODATIONS

While attempting to reduce barriers in the design phase is important, it is impossible to anticipate every human variation. Therefore, it is necessary to have a process by which students can request accommodations or modifications. Students experiencing barriers may request accommodations through DSS. At times, consultation with faculty is necessary for DSS to understand the unique characteristics of the environment or the course.

ACCOMMODATION PROCESS

Once appropriate accommodations have been determined, the student will provide a letter to the faculty listing accommodations that will provide access. Once the faculty have been notified, the student and faculty should discuss arrangements for accommodations. DSS can assist in this process. For example, faculty can choose to provide testing accommodations to students from resources within their departments or they can use DSS for proctoring services as available.

University Resources

Academic Resource Center/ Supplemental Instruction/Tutors in Residence

Evin Dechamps • (973) 761-9108
arc@shu.edu
Arts and Sciences Hall, Rm. 242

Academic Support Services for Student Athletes

Matt Geibel • (973) 761-9192
Regan Athletics Center

Center for Academic Success

Hezal Patel • (973) 761-9740
freshman@shu.edu
Mooney Hall, Rm. 11

Disability Support Services

Carolyn Corban • (973) 313-6003
dss@shu.edu
Duffy Hall, Rm. 67

Educational Opportunity Program/ Pre-Med/Pre-Dent Plus*

Jason Oliveira • (973) 761-9161/
(973) 761-9648*
Alfieri Hall/Arts and Sciences,
Rm. 235*

Language Resource Center

Michael Stone • (973) 761-9457
lrc@shu.edu
Fahy Hall, Rm. 202

Library Services

John Buschman • (973) 761-9005
library@shu.edu
Walsh Library

Math Learning Lab

Wendiann Sethi • (973) 761-9765
Arts and Sciences, 2nd Floor

Pre-Major Advising/ Sophomore Center

Megan Gottlieb • (973) 275-2105
Mooney Hall, Rm. 13

Pre-Medical Advising

Joan Brennan • (973) 275-2595
Mooney Hall, Rm. 13

Scholarships and Fellowships

Francesca Phillippy • (973) 761-9224
artsci@shu.edu
Fahy Hall, Rm. 111

Transfer Student Center

Brittany White • (973) 761-9407
transfercenter@shu.edu
Mooney Hall, Rm. 15

Writing Center

Arundhati Sanyal • (973) 761-7501
Walsh Library, 3rd Floor

Bookstore

Dave Bourdette • (973) 761-9065
shu@bkstr.com
Duffy Hall

Bursar Office

Catherine Winterfield • (800) 222-7183
bursar@shu.edu
Bayley Hall, Rm. 121

Campus I.D. Office

Ibiyemi Adesanya • (973) 761-9771
CampusID@shu.edu
Duffy Hall, Rm. 63

Financial Aid Office

Javonda Asante • (800) 222-7183
financialaid@shu.edu
Bayley Hall

Parking Services

Ann Szipszky • (973) 761-9329
parkingservices@shu.edu
Duffy Hall

Public Safety and Security

Pat Linfante • (973) 761-9300/9328
security.request@shu.edu
Public Safety Building

Registrar

Autumn Bucior • (973) 761-9374
registrar@shu.edu
Bayley Hall

Student Employment Office

Darlene Robinson • (973) 761-9085
studentemployment@shu.edu
Bayley Hall

Technology Service/Help Desk

(973) 275-2222 • servicedesk@shu.edu
Corrigan Hall

Behavioral Intervention Team/ Dean of Students

Karen Van Norman • (973) 761-9076
University Center, 2nd Floor

Campus Ministry/DOVE

Michelle Peterson • (973) 761-9702
divisionofvolunteerefforts@shu.edu
Boland Hall, Rm. 108

Career Center

Reesa Greenwald • (973) 761-9355
careers@shu.edu
Bayley Hall, Rm. 209

Counseling and Psychological Services

Dianne Aguero-Trotter • (973) 761-9500
Mooney Hall, Rm. 27

Health Services

Diane Lynch • (973) 761-9175
303 Centre Street

Housing and Residence Life

Jessica Proano • (973) 761-9172
shuhousing@shu.edu
Duffy Hall, Rm. 68

International Programs

Maria Bouzas • (973) 761-9072
oip@shu.edu
Presidents Hall, Rm. 9

Student Life and Engagement

Colleen Dallavalle • (973) 275-2937
engagement@shu.edu
University Center, Rm. 221

Resources

Emergency
911

Counseling and Psychological Services
(973) 761-9500

24/7 Mental Health Crisis Hotline for Seton Hall Students
(973) 275-HELP (4357)

Dean of Students – South Orange Campus/ Interprofessional Health Sciences Campus/ Georgian Court
(973) 761-9076

Dean of Students – Law School
(976) 642-8818

Disability Support Services
(973) 313-6003

Health Services
(973) 761-9175

Public Safety – South Orange Campus
(973) 761-9300

Public Safety – Georgian Court
(732) 987-2611

Public Safety – Interprofessional Health Sciences Campus
(973) 542-6600

Public Safety – Newark Campus
(973) 642-8725

Title IX Coordinator
(973) 275-2513

OFF CAMPUS RESOURCES

South Orange Police Department
(973) 763-3000

Nutley Police Department
(973) 284-4940

Newark Police Department
(973) 733-6000

Lakewood Police Department
(732)-363-0200

National Suicide Prevention Hotline
(800) 273-TALK

The Trevor Lifeline
(866) 4-U-TREVOR

SAVE of Essex County
(877) 733-2273

Treatment Referral Hotline (Substance Abuse)
(800) 662-HELP

CRISIS TEXTLINE
Text START to 741741
Text STEVE to 741741
(students of color support)

Resources Guide for Assisting Victims of Sexual Violence

HOW TO PREPARE BEFORE A STUDENT DISCLOSES AN INCIDENT OF SEXUAL VIOLENCE

Understand why this is an issue on college campuses

Sexual assault, intimate partner violence and stalking are all too common in our society and college campuses, including Seton Hall, are no exception. While people of all genders survive and perpetrate this type of violence, women are being disproportionately victimized. This pervasive violence is interpreted as gender-based discrimination under Title IX, a federal law applicable to all colleges and universities who receive any federal funding.

How does this apply to my role as a professor, administrator or staff member?

Seton Hall University defines all faculty and staff, with only a few exceptions, as responsible employees. **All responsible employees** and are **mandated** to report any information about sexual violence to the Title IX Coordinator or Deputy Title IX Coordinator. The exceptions are members of the priest community, staff in Counseling and Psychological Services, and staff in Health Services.

How do I contact the Title IX Coordinator and Deputy Title IX Coordinators?

**Title IX Coordinator for
All Campuses** (973) 275-2513

**Deputy Title IX Coordinator for
South Orange and Georgina Court
Campuses** (973) 761-9076

**Deputy Title IX Coordinator/
Athletics** (973) 761-9494

**Deputy Title IX Coordinator/
Law School** (973) 642-8726

**Deputy Title IX Coordinator/
Seminary** (973) 761-9284

Know the definition of sexual violence.

Sexual violence means physical sexual acts perpetrated against an individual without consent. Consent means fully conscious, voluntary acceptance and agreement. In other words, if a threat, coercion, intoxication or violence is happening, consent does not exist.

Adopt a victim-centered approach.

When we provide survivors with information so that they can make informed choices about who they tell, and the support they receive, we increase the likelihood that survivors will come forward and report violence. With increased reporting, we have more opportunities for holding perpetrators responsible and for creating a safer campus community.

Inform students of your role as a responsible employee.

Do your best to ensure that the student knows that you are a Responsible Employee before they disclose an incident that you must report. See [Responsible Employees: Reporting Obligations Under Title IX](#)

When necessary, interrupt students to inform them of your role. You might say, “I’m sorry to interrupt you, but I want you to be informed about your choices regarding what you tell and to whom this information is reported. There are a number of issues where I am required to report what you tell me to the Dean of Students. I’m happy to talk with you and put you in touch with the Dean, but if you’d like to first explore options for support, accommodations and accountability with someone who can keep your information confidential, here’s a list of numbers you can call” and provide contact information about CAPS, Health Services, or Campus Ministry to speak to a priest.



WHAT TO DO WHEN A STUDENT DISCLOSES AN INCIDENT OF SEXUAL VIOLENCE

Remember your role.

You are **not a counselor**, you are **not an investigator** and you are **not called upon to name**, analyze or define students' experiences.

You are a bridge to connect the student with the Dean of Students or Title IX Coordinator who will provide the survivor with options for reporting, support, accommodations, and accountability. The Dean of Students can be reached after hours through Public Safety, (973) 761-9300; you do not have to disclose to Public Safety why you need to speak with the Dean. You may also provide the student with information about Essex County SAVE (Rape Care Center), available 24 hours at (877) 733-2273.

Keep the survivor's needs and feelings at the center of the process.

Do listen respectfully and believe the student. Very few people lie about sexual assault or rape. In fact, there is severe under-reporting of these crimes. Consider how difficult it is to recount, and by extension often re-live, trauma by talking about an experience of sexual violence. Your ability to listen and respond in nonjudgmental ways can help to change the culture of silence that exists around sexual violence. Survivors may present in different ways and it is important to recognize that victims experience trauma in different ways and to be mindful of this when speaking to the student.

Do let the survivor know that you care, using a calm and compassionate tone.

Do say something like, "I'm so sorry that you have to go through this."

Don't overly express your own feelings about what happened to them. Don't say, "It's outrageous that you've had to experience this!" Remember: if we react with shock and outrage, we may silence survivors. Survivors will often shift away from identifying and discussing their own needs to responding to our reaction. If met with an overly emotional response, survivors may feel like they have to take care of us.

Do acknowledge your non-verbal expressions, when appropriate: If a strong emotion flickers across your face as you listen, e.g., if you know that anger passed over your face, do acknowledge it. Do say (in a calm voice) something like, "If you saw anger on my face, I just want you to know that I wasn't angry at you; I felt anger at the fact that someone would choose to harm you."

Don't define their experience for them.

Don't say, "Well, it sounds to me like you were raped!"

Do use the words the survivor uses to describe their experience. If they say rape, don't interrogate them about what they mean. If they say, "taken advantage of" or "violated" use those words or other general terms such as "harm."

Do validate that what happened to them was not ok. Do say something like, "I am so sorry that person harmed you."

Remember: none of us have the magic words that will support survivors in all contexts. Even from the best of intentions we might say something hurtful. If you see that what you said caused the survivor to become upset, acknowledge this. You might say something like, "I think what I said that just made this harder for you."

Establish clear boundaries and be a bridge to forms of support.

Offer forms of support that are appropriate for your role: Let the survivor know what you can realistically offer to support them. For instance, if you are a faculty member you can, if you choose, offer extensions on deadlines for coursework. Or you can refer them to the Dean of Students to explore options of late withdrawal from your class if the violence is impairing their ability to pass your class. If you are a supervisor of a student employee, let them know if there are options for taking time off and/or rearranging their work schedule.

For support that is needed beyond your role, serve as a bridge to campus and community support and resources

Don't say: "I'll be there for you in whatever way you need."

Do say: "We have campus and community resources to help support you. ([See next page for resources](#))"

Don't say: "I'll show up at the court case."

Do say: "If you would like to have someone with you at the court case, the Dean of Students will be able to tell you the options for advocates who can go with you."

Don't say: "I'll make sure justice will be served."

Do say: "The Dean of Students will help to make sure you are connected with the people who can assist you throughout the process."



Resources Guide for Assisting Victims of Sexual Violence

HOW TO FULFILL YOUR RESPONSIBILITIES AFTER A STUDENT DISCLOSES

Contact the Dean of Students/ Deputy Title IX Coordinator

If the student is willing, call the Dean while the student is present and help to coordinate a meeting. If the student is not willing to speak to the Dean, you are still required to contact the Dean and report what the student disclosed.

The Dean will contact the student to discuss options for support, accommodations, and accountability. The focus is on immediate safety and meeting the needs of the student.

Keep the student's information private.

If the topic of a student survivor's performance as an employee or success in the major comes up in department meetings, provide the minimum information you can support the student.

Don't say: Since the student was raped, they have been struggling in my class.
Do say: The student is in the midst of a significant crisis.

If you need to talk about the impact on you of hearing about this student's trauma, please call the Dean of Students or CAPS for support, rather than speaking to colleagues.

Following up with the student.

Allow the student to be a student — treat them as you would any other student. If she brings up the incident, listen with empathy and encourage her to use available resources. Continue to remember your role — you are not a counselor, not an investigator, but you are a valuable link to connect the student to support.

RESOURCES FOR HELP

On Campus

Public Safety and Security
(973) 761-9300

Dean of Students
(973) 761-9076

Campus Ministry
(973) 761-9545

**Counseling and
Psychological Services**
(973) 761-9500

**24-Hour Mental Health
Crisis Hotline for Students**
(973) 275-HELP

Health Services
(973) 761-9175

Off Campus

**South Orange Police
Department**
(973) 763-3000

**Babyland Family Violence
Program**
(973) 399-3400

**Essex County Rape
Care Center**
(877) 733-2273

The Safe House
(973) 759-2154

**Rape, Abuse, Incest
National Network (RAINN)**
www.rainn.org

[Local hospital offering sexual
assault exams](#)

**Newark Beth Israel
Medical Center**
201 Lyons Avenue Newark, NJ
(800) 843-2384

GREAT MINDS
DARE TO
CARE
