

## CAMPUS RESOURCES FOR STUDENTS

**Academic Advising:** 630-844-6870  
Schedule an appointment using Handshake via Okta or email [advise@aurora.edu](mailto:advise@aurora.edu).

**Academic Alert:** Faculty can submit an Academic Alert via Self-Service.

**Academic Support Center:** 630-844-5520  
Schedule an appointment using AcademicSupportNet via Okta.

**Campus Life:** 630-844-7881

**Campus Public Safety:**  
x555; 630-844-5450 emergency  
630-844-6140 non-emergency

**Career Services:** 630-844-3826  
Schedule an appointment on Handshake via Okta or email [career@aurora.edu](mailto:career@aurora.edu).

**Counseling Services:** 630-844-4932  
Schedule an appointment by calling or completing the Appointment Request Form at [aurora.edu/counseling](http://aurora.edu/counseling).

**Dean of Students:** 630-844-4578

**Disability Resource Office:** 630-844-5782  
Visit [aurora.edu/dro](http://aurora.edu/dro) or email [disabilityresources@aurora.edu](mailto:disabilityresources@aurora.edu) for additional information.

**Financial Aid:** 630-844-6190

**Health Services:** 630-844-5434  
Call or visit the Spartan Health Portal via Okta to schedule an appointment.

**Libby's Place:** Students who are in need of food or toiletries can visit this on-campus food pantry in the Wackerlin Center.

**Registrar:** 630-844-5462

**Student Accounts:** 630-844-5470

**University Chaplain:** 630-844-6175

### Off-campus Resources for Students

Visit [aurora.edu/resources](http://aurora.edu/resources) for local, national, and online resources.

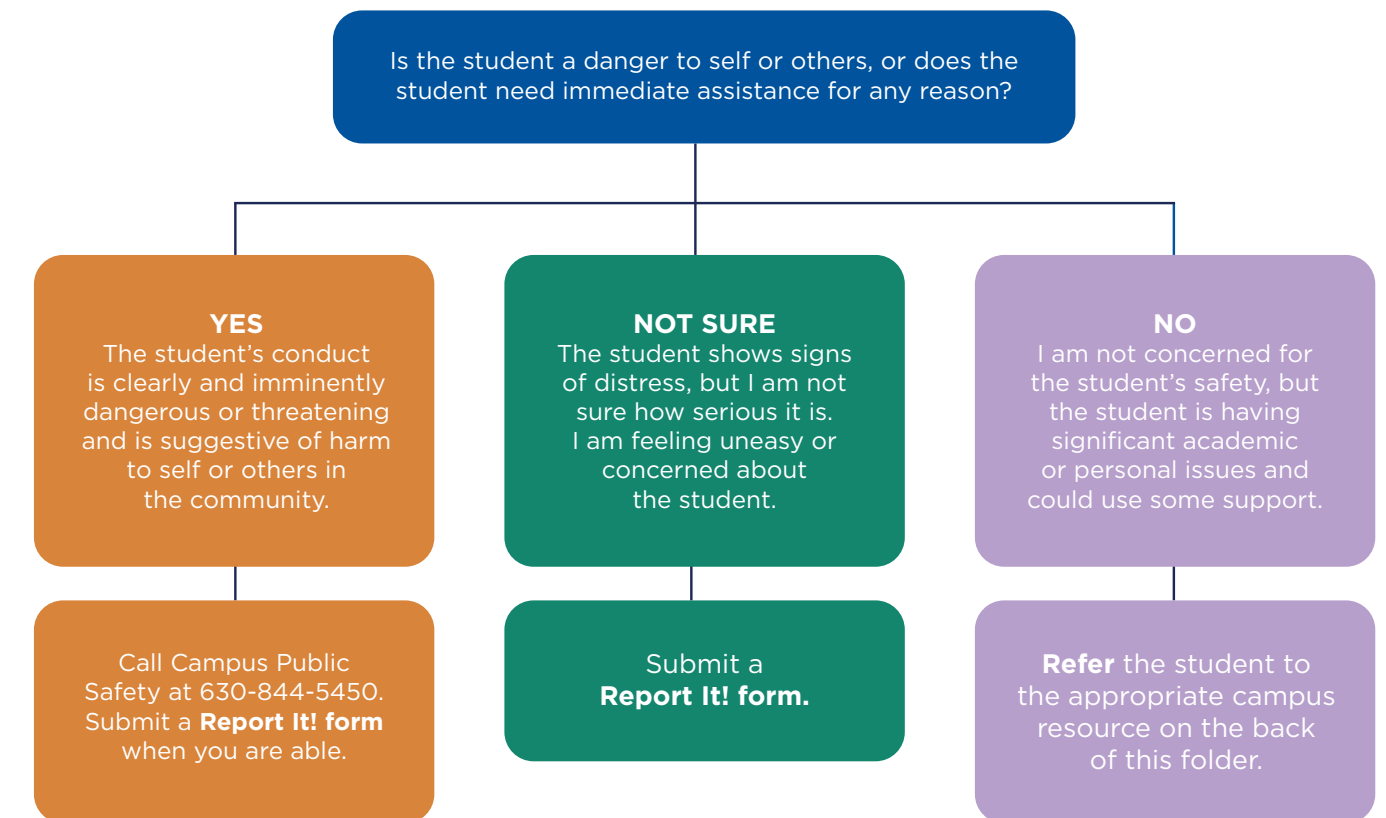
### Campus Resources for Faculty and Staff

Contact the Employee Assistance Program at 800-272-7255.



Every member of the AU community plays a central role in supporting our students. Staff and faculty are often in a direct position to observe students and notice their behavior. Additionally, students often turn to informal sources to obtain advice and information. It is helpful for faculty and staff to understand their role in responding to student problems, be familiar with the signs that a student is in need of help, and know the steps in making appropriate referrals: **See Something, Say Something, Do Something.**

Follow the chart to determine what to do when faced with a distressed, disturbed, or disruptive student.



### How to Submit a Report It! Form

Students, faculty, and staff can make referrals to the Behavioral Intervention Team (BIT) by submitting a Report It! form, available at [aurora.edu/bit](http://aurora.edu/bit).



## DISRUPTIVE, DISTURBING, OR DISTRESSED?

Use this guide to determine if a student is disruptive, disturbing, or distressed.

Concern	Sample Behaviors	Recommended Actions
<p><b>HOW THEY ACT</b> Disruptive behavior interferes with the community or learning environment. The student's behavior shows an inability to adhere to generally accepted expectations.</p>	<ul style="list-style-type: none"> <li>» Physically confronting or verbally abusing another person.</li> <li>» Interrupting the educational process (e.g., speaking out of turn, taking over the lecture, dominating class discussion).</li> <li>» Physically acting out toward university property by breaking windows, throwing furniture, or smashing doors.</li> </ul>	<ul style="list-style-type: none"> <li>» If the behavior is clearly and imminently dangerous or threatening and is suggestive of harm to self or others in the community, contact Campus Public Safety immediately. Submit a Report It! form when you are able.</li> <li>» If the behavior does not include direct or indirect threats to self or others, address the behavior privately with the student.</li> <li>» Consult the dean of students about possible violations of the Student Code of Conduct.</li> <li>» Refer the student to Counseling Services, if appropriate.</li> </ul>
<p><b>HOW YOU FEEL</b> Disturbing behavior may not be disruptive, but it creates another kind of concern. The student's actions, thoughts, or feelings make you feel unease, confusion, or discomfort.</p>	<ul style="list-style-type: none"> <li>» Joking in class about killing themselves.</li> <li>» Losing significant weight yet speaks with pride about how little they eat.</li> <li>» Reporting that FBI agents are following them around campus.</li> <li>» Excessive interest in serial killers, guns, death, or suicide.</li> </ul>	<ul style="list-style-type: none"> <li>» Submit a Report It! form.</li> <li>» You may also speak with the student about your concerns; include notes about the conversation on the Report It! form.</li> </ul>
<p><b>HOW THEY FEEL</b> Distressed behavior reflects a student's impaired emotional well-being. The student either appears to be struggling emotionally or discloses their personal struggle.</p>	<ul style="list-style-type: none"> <li>» Concerning comments in email, papers, or other writings.</li> <li>» Displays of sadness, anxiety, anger, or significant mood change.</li> <li>» Decline in work or academic performance.</li> <li>» Changes in appearance, behavior, or weight.</li> <li>» Signs of a drug or alcohol problem.</li> <li>» Social isolation or other social problem.</li> </ul>	<ul style="list-style-type: none"> <li>» If the student is experiencing situational stressors and may benefit from support, refer them to Counseling Services, TimelyCare, or other another appropriate resource based on the circumstances.</li> <li>» If the student demonstrates persistent behaviors indicating impaired emotional well-being, submit a Report It! form. You should also refer the student to Counseling Services or TimelyCare and note this in the Report It! form. If the student agrees to have Counseling Services reach out to them directly, note this as well.</li> </ul>

If you believe there is an urgent/imminent safety risk, contact Campus Public Safety at x555 or 630-844-5450.

## TITLE IX GUIDANCE

When an employee thinks that a student may be about to report sexual misconduct to them, the employee should, if at all possible, first provide the student with the following information:

- » The employee cannot maintain complete confidentiality and is required to report the act and any names of the parties involved that are provided.
- » If the student prefers a confidential source to report this information, the Counseling Services staff, Wellness Center staff, and University Chaplain can receive such reports in confidence.

Should any questions arise, the Title IX coordinator is available to provide guidance to faculty and staff on how to handle a situation at any time.

Once a report is submitted, an internal investigation will be initiated. The reporting party has a choice as to how or when they participate in the investigation and whether or not to report the incident to the local police department. The Title IX Coordinator will serve as a resource for the process, which may include helping to file a police report.

Reporting possible violations helps AU to best serve and protect those in our community.

### How to Submit a Sexual Misconduct Report It! Form

To report a possible violation of Title IX, complete the form at [aurora.edu/sexual-misconduct](http://aurora.edu/sexual-misconduct); the Title IX Coordinator will respond to all submitted reports. Alternatively, employees can call the Title IX coordinator first and follow up by filing out the form.

