

## **2019 – 2020 Referral Guide for Student Concerns** from the Division of Student Affairs

Please refer a student who is:

### **Emotionally distressed, physically ill, or suicidal**

- Counseling, Health, & Wellness Services (CHWS): x1555, [chws@pugetsound.edu](mailto:chws@pugetsound.edu)  
(After hours or if no answer, call Security Services x3311)

### **In need of informing professors that a student will be absent from class for a week or more due to sickness or family emergency**

- Sarah Shives, Assistant Dean of Students: x3325, [sshives@pugetsound.edu](mailto:sshives@pugetsound.edu)
- Academic Advising: x3250, [aa@pugetsound.edu](mailto:aa@pugetsound.edu)

### **In need of advice about medical or emergency withdrawal**

- Sarah Shives, Assistant Dean of Students: x3325, [sshives@pugetsound.edu](mailto:sshives@pugetsound.edu)
- Academic Advising: x3250, [aa@pugetsound.edu](mailto:aa@pugetsound.edu)

### **In need of advice about a leave of absence, permanent withdrawal, or transfer to another school**

- Academic Advising: x3250, [aa@pugetsound.edu](mailto:aa@pugetsound.edu)
- Sarah Shives, Assistant Dean of Students: x3325, [sshives@pugetsound.edu](mailto:sshives@pugetsound.edu)

### **In need of advice about finances**

- Maggie Mittuch, Director of Student Financial Services: x3198, [mmittuch@pugetsound.edu](mailto:mmittuch@pugetsound.edu)

### **In need of spiritual or religious support**

- David Wright, University Chaplain: x2751, [dwright@pugetsound.edu](mailto:dwright@pugetsound.edu)

### **In need of assistance for a learning or physical disability, including short term injury**

- Peggy Perno, Director of Student Accessibility & Accommodations: x3399, [saa@pugetsound.edu](mailto:saa@pugetsound.edu)

### **In need of advice about choosing a major or discussing strategies for addressing academic warning or probation**

- Faculty Advisor
- Kariann Lee, Assistant Director of Academic Advising: x3336, [klee@pugetsound.edu](mailto:klee@pugetsound.edu), or  
Landon Wade, Director of Academic Advising: x3651, [lwade@pugetsound.edu](mailto:lwade@pugetsound.edu)

### **In need of releasing an Advisor Meeting Registration Hold to register because student's advisor is unavailable or on leave**

- Academic Advising: x3250, [aa@pugetsound.edu](mailto:aa@pugetsound.edu)

### **In need of advice about career opportunities or career counseling**

- Career and Employment Services: x3161, [ces@pugetsound.edu](mailto:ces@pugetsound.edu)

### **In need of information about graduate scholarships and national fellowships**

- Kelli Delaney, Associate Director of Fellowships & Academic Advising: x3329, [kdelaney@pugetsound.edu](mailto:kdelaney@pugetsound.edu)

### **Making a complaint about a grade or a faculty member**

- Department Chair
- Michael Pastore, Registrar: x3529, [mpastore@pugetsound.edu](mailto:mpastore@pugetsound.edu)

**Making a sexual harassment complaint or a complaint about discrimination based on religion, race, age, disability, sexual orientation, etc.**

- Sandra Braedt, Deputy Title IX Coordinator for Response and Education: x3793, [sbraedt@pugetsound.edu](mailto:sbraedt@pugetsound.edu)
- Keith Woody, Director of Talent Management: x3541, [kwoody@pugetsound.edu](mailto:kwoody@pugetsound.edu)
- Laura Behling, Provost: x3205, [provost@pugetsound.edu](mailto:provost@pugetsound.edu)
- Debbie Chee, Associate Dean of Students & Director of Residence Life: x2640, [dchee@pugetsound.edu](mailto:dchee@pugetsound.edu)
- Sunil Kukreja, Associate Academic Dean: x3588, [kukreja@pugetsound.edu](mailto:kukreja@pugetsound.edu)
- Mona Lawrence, Director of Student Employment Services: x3161, [mlawrence@pugetsound.edu](mailto:mlawrence@pugetsound.edu)
- Cindy Matern, Associate Vice President for Human Resources: x3116, [cmatern@pugetsound.edu](mailto:cmatern@pugetsound.edu)
- Vivie Nguyen, Director for Intercultural Engagement: x3373, [vnguyen@pugetsound.edu](mailto:vnguyen@pugetsound.edu)
- Sarah Shives, Assistant Dean of Students: x3325, [sshives@pugetsound.edu](mailto:sshives@pugetsound.edu)

**In a life-threatening situation or is posing an imminent threat to self or others**

- Security Services: x3311

**Out of class for unknown reasons**

- Academic Advising: x3250, [aa@pugetsound.edu](mailto:aa@pugetsound.edu)

**Suspected of being missing**

- Security Services: x3311

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

- Michael Pastore, Registrar: x3529, [mpastore@pugetsound.edu](mailto:mpastore@pugetsound.edu)

**Alleged to have violated the Computer and Network Acceptable Use Policy**

- Technology Services: x8585, [servicedesk@pugetsound.edu](mailto:servicedesk@pugetsound.edu)

**Alleged to have violated the Student Integrity Code**

- Jessica Pense, Director of the Office of Rights and Responsibilities: x3439, [jpense@pugetsound.edu](mailto:jpense@pugetsound.edu)
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**To report a student death:**

- Security Services: x3311

**For consultation regarding immigration enforcement re: undocumented or documented immigrant persons:**

- Todd Badham, Director of Security Services: x3313, [tbadham@pugetsound.edu](mailto:tbadham@pugetsound.edu)
- Cindy Matern, Associate Vice President for Human Resources: x3116, [cmatern@pugetsound.edu](mailto:cmatern@pugetsound.edu)
- Michael Pastore, Registrar: x3529, [mpastore@pugetsound.edu](mailto:mpastore@pugetsound.edu)
- Dave Wright, University Chaplain: x3818, [dwright@pugetsound.edu](mailto:dwright@pugetsound.edu)

Please feel free to refer any student to the Office of the Dean of Students for further assistance.  
Office of the Dean of Students, Wheelock Student Center Room 208, x3360, [dos@pugetsound.edu](mailto:dos@pugetsound.edu)