

## Student Care Report Guidelines

### Student in Crisis

What do I do if a student discloses, they want to hurt themselves or others, or feels hopeless...

- Contact Campus Police (928) 314-9500 or 911 to alert of the situation and ask for assistance.
- Call the Crisis Line 1-866-495-6735 (Nursewise Line).  
The student should speak to the clinician, or you can talk on behalf of the student. The trained clinician will triage the call depending on the information given.
- Contact Student Health & Wellness, 3C Top Floor (across from Financial Aid), (928) 344-7602, Monday – Thursday, 7 am - 6 pm.
- Submit a Student Care Report immediately after the crisis is under control.

### When to submit a Student Care Report

A student displays (in person, via email, or phone) concerning behaviors such as the following (but not limited to the following):

- Signs of depression (isolation, agitation, crying, irritability, or restlessness)
- Grief and/or Loss
- Sudden changes in mood
- Suicidal Ideations
- Troubling, Disruptive, Threatening, and/or Violent Behaviors
- Frustrations with college processes

### How to Report

Access the Student Care Report form through the AWC Website, [azwestern.edu](http://azwestern.edu):

[https://cm.maxient.com/reportingform.php?AZWesternCollege&layout\\_id=5](https://cm.maxient.com/reportingform.php?AZWesternCollege&layout_id=5)

### Student Care Report Tips

Please enter as much information as you can:

- Who? Student ID and email address
- What? Provide a detailed account of what you know/observed. Describe behaviors known/observed (ran, yelled, crying, etc.) How did you become aware of the incident? You may attach relevant documents/pictures/etc.
- When? Date of incident/other relevant dates
- Where? What campus, building/parking area, did incident occur
- Why? If you believe you know what would help, please tell us in the incident summary section of the report.

**For questions, contact (928) 344-7602 or [health.wellness@azwestern.edu](mailto:health.wellness@azwestern.edu)**