



# **HOW TO REFER A STUDENT TO THE COUNSELING CENTER**

**WALK THE STUDENT  
OVER TO THE OFFICE:  
JONES STUDENT  
CENTER 142**

**CALL THE COUNSELING  
CENTER WITH THE  
STUDENT 931-540-2572**

**HELP THE STUDENT  
E-MAIL THE COUNSELING  
CENTER FROM THE  
STUDENT'S EMAIL**

**HAVE THE STUDENT SIGN  
THE PERMISSION TO  
CONTACT FORM**

**OBTAIN VERBAL  
PERMISSION FROM THE  
STUDENT FOR YOU TO  
CONTACT THE  
COUNSELORS**

**PROVIDE THE STUDENT  
WITH THE CENTER  
HOURS, LOCATION,  
NUMBER, WEBSITE**

**PROVIDE THE STUDENT  
WITH OTHER HOTLINE  
INFORMATION FOR 24/7  
MENTAL HEALTH CARE**

**NATIONAL SUICIDE  
PREVENTION: 1-800-  
273-8255  
MOBILE CRISIS: 1-800-  
681-7444**