How to make a Counseling Referral

Emergency Referrals

During Regular Business Hours:
If the emergency occurs during regular NMT business hours (Mon-Fri. 8:00am - 5:00pm) call Counseling Services at 835-6619. State that you need crisis support and ask to speak to the counselor immediately. Provide a description of the situation that has lead to your concern. Counseling Services will advise you of the appropriate actions to take to most effectively help the student. If you believe that the student or another person is in imminent danger or out of control, call Campus Police at 835-5434.

Outside of Regular Business:
If the emergency occurs outside of Counseling Services business hours, call Campus Police at 835-5434 and inform them of the situation. They will contact Counseling Services and/or Socorro Mental Health 835-2444 as needed.

Non-Emergency Referrals
Encourage the student to contact Counseling Services directly to schedule an initial intake interview by calling 835-6619 or they can email counseling@nmt.edu to schedule an appointment.

Offer to let the student call from your office if you believe that they need extra support and encouragement or walk the student to our office. It might helpful to share with the student that Counseling Services is staffed by licensed mental health professionals.

Common Warning Signs of Student Distress:

Academic Problems
- Career and Course Indecision
- Excessive Procrastination
- Uncharacteristically Poor Preparation or Performance
- Repeated Requests for Extensions or Special Considerations
- Disruptive Classroom Behavior
- Excessive Absence/Tardiness
- Avoiding or Dominating Discussions
- References to Suicide or Homicide in Verbal Statements or Writing

Interpersonal Problems
- Asking Instructor for Help with Personal Problems
- Dependency on Advisor
- Hanging Around Office


- Disruptive Behavior
- Inability to Get Along with Others
- Compliments from Other Students

**Behavior Problems**

- Change in Personal Hygiene
- Dramatic Weight Gain or Loss
- Frequently Falling Asleep in Class
- Irritability
- Unruly Behavior
- Impaired Speech
- Disjointed Thoughts
- Tearfulness
- Intense Emotion
- Inappropriate Responses
- Difficulty Concentrating
- Physically Harming Self

**What Faculty Can Do**

As a *faculty member* interacting daily with students, you are in an excellent position to recognize potential problems. You are likely to be the first person a student reaches out to for help. Your ability to recognize the signs of emotional distress and to make an initial intervention can have a significant impact on a student's future well-being.

If you have noticed any of these warnings signs, you are faced with the decision of whether or not to intervene. *If you decide to intervene, here are some suggestions:*

- Talk to the student privately to help minimize embarrassment and defensiveness.
- Listen carefully to the student, and respond to both the content and the emotions of the situation.
- Discuss your observations and perceptions of the situation directly and honestly with the student.
- Express your concern in a non-judgmental way. Respect the student's value system, even if you do not agree with it.
- Help the student identify options for action and explore the possible consequences.
- Be frank with the student about the limits on your ability to help him or her.
- If the student appears to be in imminent danger of hurting self or others, consult the Counseling Services office or the police immediately. Do not promise to keep threats to self or others secret.
Students with Disabilities

NMT provides accessible programs, services, and reasonable accommodations for any student with a documented, qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990. In order to be considered, a disability must substantially limit a major life activity.

NMT will make every effort to provide accommodations to meet a student’s needs on an individualized basis. It is the responsibility of the student to seek available assistance, and make their needs known. To ensure appropriate accommodations, the student must contact the Office of Counseling and Disability Services at 835-6619 and request an Intake Meeting. The student is required to bring documentation from their doctor stating their diagnosis and how the disability affects their life.

Accommodations will be communicated to professors/academic advisors through accommodation letters given by the student, themselves, at the beginning of each semester. A professor is not held legally responsible for providing approved accommodations until the SWD provides them with accommodation letter.

Common Accommodations for Students with Disabilities (SWD):

1. Extended time on quizzes and exams.
2. Separate proctoring of exams.
3. Ability to get up and take breaks during class sessions.
4. Permission to record lectures during class.
5. Peer note taker.
6. Use of SMART classroom recordings.
7. Spelling and grammar leniency.
8. Copy of Instructional materials.
10. Use of laptop/tablet for routine note taking.
11. Use of calculator for routine calculations.
12. Preferential seating.
13. Note cards or other prompting materials.
15. Attendance leniency.

Another common accommodation for SWDs is a reduced course load. OCDS can currently waive a student down to as low as 6 credits per semester for purposes of the Lottery Scholarship (and other types of financial aid) and for housing purposes. With the changes in the Lottery Scholarship requirements, students are now required to carry 15 credits. At this time they can continue to be reduced down to 9-12 credits by OCDS. In order for a student to be qualified for a reduced course load, s/he will need to be registered with OCDS.