

Eph's Guide to Student-Initiated Events

Williams College

(Last updated October 1, 2012)

Eph's Guide outlines the social and legal obligations of students when they have an event with alcohol on Williams College property. Students are responsible to read through the Guide and to ask questions. Students are also responsible to read the Williams Student Handbook for more information.

Some of the information found in this guide may seem a little scary. Truth is, liability is something everyone deals with and has to be aware of. The purpose of this information isn't to frighten or to deter from having a good time; instead, its purpose is to give some tools to help reduce students' liability and risk for events, especially events that involve alcohol.

Any violation or failure to comply with a registration plan will result in the event being shut down and the host(s) being fined a minimum of \$100 per violation. Hosts or other responsible students may lose the privilege to host events or may be subject to further College disciplinary action. If an event is unregistered and the responsible person is not identified, the fine will be imposed on the suite, entry, or house in which the event occurred, and house members will be responsible to pay for damages. Previously unclaimed or unpaid damages will factor into whether or not a particular organization, house, host, or server may coordinate or take part in an event in the future.

Involvement with alcohol is not an excuse for dangerous or disruptive behavior. In such cases, students are still responsible for their actions. If alcohol or other substances have contributed to unacceptable behavior (e.g., violations of College policy; dangerous or disruptive behavior; continued abuse of alcohol resulting in significant health, personal, or academic difficulties), disciplinary action may, in addition to other sanctions, require the student to attend a substance abuse workshop offered by Health Services. The general rules of student conduct, as described in the Student Handbook, apply at all times.

Please direct any questions to the Director of Student Life (x3696).

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The Purpose of the Regulations, Policies, and Procedures

Education

The goals of the educational program are to promote compliance with state laws & college policies concerning alcohol, moderation, safety, and individual accountability in social situations; to support policies that are clear, readily understood, consistent, and fairly enforced; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are minimal. As part of Williams' overall educational effort, the policies here are designed to enhance student awareness of the issues related to alcohol consumption and to emphasize the extreme seriousness of problems associated with alcohol abuse.

Health and Safety

A primary concern is the health and safety of members of the College community. All members of the community need to be aware of their responsibility to take action if they have a problem related to alcohol and to lend assistance to others who have a problem related to alcohol. The health and safety objectives of the policy are to promote care, responsibility and moderation.

Social Life

The College acknowledges that a significant percentage of its community may lawfully consume alcohol, and that alcohol has been a part of social life, both at the College and in society at large. The College respects and values the social freedom of its community. This freedom likewise extends to those members of the College community who choose not to consume alcohol. In addition, a significant percentage of students cannot consume alcohol. Accordingly, this policy provides for alternatives to alcohol in order to promote compliance and create a non-coercive social environment for students who choose not to drink.

Personal Responsibility

The College believes that it is important for all members of the College community to understand that they are individually accountable in social situations and are responsible for the consequences of their conduct, including their choices with respect to alcohol. Students are accountable for their own decisions regarding alcohol use; they are also responsible for knowing, understanding, and complying with College policies and state and local laws related to alcohol. Subject to the regulations specified, the College allows students, student-run residential houses, and student-run organizations to conduct and host events on the premises of the College. The College does not conduct or host student events nor does the College serve or control the service or consumption of any alcoholic beverages at student events.

Certified Crowd Managers

NEW IN 2011-2012: All events held in a facility with a capacity designation of 100 or more that involve music and/or alcohol, MUST have a Certified Crowd Manager for every 250 individuals that the facility could potentially hold (including students, staff, faculty, vendors, etc.). For instance, if a music event were held in a facility that holds 253 people potentially, then there would need to be AT LEAST 2 certified crowd managers present. This is a Massachusetts Law put into effect June 1, 2011. Failure to comply can lead to \$5000 in fines for the first offense, plus 2.5 years in jail; \$25000 in fines for second offense, plus 5 years in prison.

Procedures and Regulations for Student-Initiated Events with Alcohol

The purpose of these regulations is to make student events with alcohol safe and pleasurable. They apply to any student event held in any College facility.

In order to have a student-initiated event with alcohol, students must first follow the procedures outlined in the “Student-Initiated Events” section of the *Student Handbook*. In addition to those procedures and policies, the following regulations also apply:

- Student events with alcohol are restricted to members of the College community and their escorted guests.
- A student member of the sponsoring organization will serve as the Event Coordinator.
- The Event Coordinator must first complete and submit the Event Notification form found on the Student Life webpage, for any event with alcohol.
- In general, the Online Event Notification form must be completed for basic events with alcohol **a minimum of two working days prior to the event, by 4pm**. Since Saturday and Sunday are not considered working days, **the Event Notification form for events planned for Friday, Saturday or Sunday must be submitted by 4pm on Tuesday (IF YOU DO NOT MEET THIS DEADLINE, YOUR EVENT CANNOT HAPPEN)**. Complicating details may require more advance notice. Please refer to the “Student-Initiated Events” section of the Student Handbook for more details about deadlines.
- After completing the Event Notification form, the Event Coordinator will meet with either Benjamin Lamb or Ellen Rougeau in Student Life to walk through the steps to successfully plan the event. Once the event details have been addressed, the final step is completing the registration form with Ellen Rougeau.
- If your event requires a **Hard Copy Registration form, this form, including names and signatures of all student/professional hosts, must be turned in to Ellen Rougeau in Student Life by 4pm on the Thursday before your event (IF YOU DO NOT MEET THIS DEADLINE, YOUR EVENT CANNOT HAPPEN) – NO CHANGES CAN OCCUR TO THE PARTY PLAN AFTER THIS FORM HAS BEEN SUBMITTED**. The information it contains is compiled and sent to various offices on campus by Friday morning to make final plans for staffing on the weekend.
- A copy of your room reservation confirmation **MUST BE ATTACHED** to your hard copy registration form when submitted – **IF YOU DO NOT ATTACH THE RESERVATION CONFIRMATION YOUR EVENT RISKS BEING CANCELLED**
- All advertising for events with alcohol must be directed exclusively at the College community.
- No off-campus advertising or promotion for events with alcohol is allowed.
- Advertisements for events with alcohol may not in any way feature alcohol, either in the name of the event or in the description.
- College funds may not be used to purchase alcohol.
- No admission fees, cover charges, or charges for alcoholic beverages are permitted when alcohol is served unless a temporary license to sell is obtained from the Town of Williamstown & approved by the Board of Selectors. To secure a temporary license, contact Benjamin Lamb or Ellen Rougeau in Student Life for assistance.
- Hosts and servers must be and remain substance free (no alcohol or other substances) when working an event with alcohol.
- Bracelets must be used to identify persons of legal drinking age of 21 years.
- Events must conform to fire code and maximum occupancy limits.
- A barrier (e.g., bar) is required to separate the alcohol from guests; only servers may have access to the alcohol during the event. The area must have adequate lighting to check ID's.
- Events with alcohol may not begin before 6pm on days when classes are scheduled or before 12 noon on Saturday & Sunday.
- Events with alcohol must end by 12midnight on Sunday – Thursday nights, and by 2am on Friday and Saturday nights.
- Late-night events are allowed on Friday and Saturday nights, and have an additional set of limitations. Late night events must end by 3am.
- Hard alcohol, including punch, is prohibited from all registered student events. Exception is during First-Chance Dance, 100 Days Dance, and some Senior Week events.
- Senior events (First Chance, 100 Days, Senior Week) have an 8-keg maximum.
- Alcohol is not permitted at athletic events unless purchased from a licensed vendor on the premises.
- Outdoor events must be approved by Facilities & Campus Safety.
- Alcohol may not be served at an event in First Year residence halls or at any event exclusively intended for First Year students.
- First Year entries cannot fund alcohol for events but under separate billing can sponsor entertainment, food, alternative beverages.
- Student-initiated events with alcohol are not allowed during First Days or Final Exam Periods.
- Student-initiated events with alcohol are not allowed during Reading Periods (except the night prior to Reading Period beginning, until 2am).
- Smoking is not permitted at events held indoors - all college buildings are considered smoke-free.
- Foam machines are not permitted in any College building.
- Fog and smoke machines are not allowed at events in any student residence. Use of such machines in a non-residential space must be discussed in advance. Be sure to talk with Ellen Rougeau about this, and she will assist you in communicating with Joe Moran in Facilities.
- If you are considering candles during an event, that must be discussed in advance. Be sure to talk with Ellen Rougeau about this, and she will assist you in communicating with Joe Moran in Facilities.
- All outdoor events must be registered.
- **NEW IN 2011-2012:** All events held in a facility with a capacity designation of 100 or more that involve music and/or alcohol, **MUST** have a Certified Crowd Manager for every 250 individuals that the facility could potentially hold (including students, staff, faculty, vendors, etc.). For instance, if a music event were held in a facility that holds 253 people potentially, then there would need to be **AT LEAST 2** certified crown managers present. This is based on a new Massachusetts Law put into effect June 1, 2011. Failure to comply can lead to \$5000 in fines for the first offense, plus 2.5 years in jail; \$25000 in fines for second offense, plus 5 years in prison.

Event Sizes, Maximum Allowed Alcohol, Minimum Food/Alternative Beverages, & Numbers of Hosts/Servers

Please note the following regarding the event designations below.

1. Numbers of people and amounts of alcohol are maximums.
2. Amount of food and beverages are minimums.
3. The number of hosts/servers are minimums, and may be increased by Student Life depending upon the event, location, sponsoring organization, etc.
4. In some instances, professional hosts and/or servers may be required by Student Life.

Unregistered (*still need online EventNotify*) Intimate Event

- Maximum # of People: 50
- Maximum Amount of Alcohol: 79 12-oz cans of beer OR 11 liters of wine
- Food/Alternate Beverages Required: 2 lbs food, 5 liters beverages
- Other Notes: No bands or DJ's allowed; iPod allowed; not required to submit the Event Notification form. Students holding these events in their own common areas in their respective house must notify their Baxter Fellow specifying date, time, and number attending. However, if the event is to be held in the **building** common area, the student holding the event must get **permission**, prior to the event, from the Baxter Fellow who is responsible for that common area. The student coordinating the event will be the contact person and will be held responsible for clean-up and any damages that occurred. Please note that these events will be shut down as necessary due to noise complaints, overcrowding, exceeding alcohol limits or for any reason that jeopardizes student safety. If there is a chance that the event may be loud, or may go beyond 50 people, or otherwise not fit within the parameters noted above, the student is strongly advised to follow the process for a registered student event in order to avoid the event being shut down by Campus Safety.

Registered Intimate Event (*need EventNotify & hard copy*)

- Maximum # of People: 50
- Maximum Amount of Alcohol: 1 keg of beer or equivalent
- Food/Alternate Beverages Required: 4 lbs food, 10 liters beverages
- Minimum Hosts Required: 1
- Minimum Servers Required: 2
- Other Notes: Band, DJ, iPod allowed

Small Event (*need EventNotify & hard copy*)

- # of People: 51-99
- Maximum Amount of Alcohol: 1 keg of beer or equivalent
- Food/Alternate Beverages Required: 4 lbs food, 10 liters beverages
- Minimum Hosts Required: 2
- Minimum Servers Required: 2
- Other Notes: Band, DJ, iPod allowed

Medium Event (*need EventNotify & hard copy*)

- # of People: 100-199
- Maximum Amount of Alcohol: 2 kegs of beer or equivalent
- Food/Alternate Beverages Required: 8 lbs food, 20 liters beverages
- Minimum Hosts Required: 3
- Minimum Servers Required: 2
- Other Notes: Band, DJ, iPod allowed

Large Event (*need EventNotify & hard copy*)

- # of People: 200+
- Maximum Amount of Alcohol: 6 kegs of beer or equivalent
- Food/Alternate Beverages Required: 24 lbs food, 60 liters beverages
- Minimum Hosts Required: 4
- Minimum Servers Required: 3
- Other Notes: Band, DJ, iPod allowed

Late-Night Event (*need EventNotify & hard copy*) (*ends at 3:00am; Friday & Saturday only*)

- Maximum # of People: 100
- Maximum Amount of Alcohol: 1 keg of beer or equivalent
- Food/Alternate Beverages Required: 4 lbs food, 10 liters beverages
- Minimum Hosts Required: 2
- Minimum Servers Required: 2
- Other Notes: Band, DJ, iPod allowed

The total amount of alcohol available on campus via registered events on a given night will be calculated based upon the actual number of students who are of legal age on campus. Quantities cannot exceed this amount. The amount of alcohol for a particular event depends on the size and length of the event.

The Role of the Event Coordinator

The Event Coordinator is the student who makes all of the preparatory arrangements for the event. The Event Coordinator must be from the sponsoring organization. The Event Coordinator is *not* required to be certified as a host or server, unless s/he is listed as a host or server for the event.

The Event Coordinator is responsible to do the following:

- organize the event.
- be present at the event and for the duration of the event in the case that Campus Safety or the Hosts/Servers have any questions that need to be answered
- Ensure the event has a theme (don't make alcohol the focus)
- confirm with the organization's financial officer that any necessary financial arrangements are within the budgetary limits of the sponsoring organization.
- complete the Event Notification form and then meet with Benjamin Lamb and/or Ellen Rougeau in Student Life to complete the necessary steps to execute your event, including the registration plan.
- obtain written permission/signature from the appropriate Baxter Fellow if the /event is being held in a residence. If no Baxter Fellow is assigned, the Director of Student Life –must be contacted to authorize use of the residence.
- notify the custodian of the house where the event is taking place in advance. S/he will leave items for your use for clean-up, including wet mop, bucket, broom and/or vacuum cleaner, all-purpose cleaner, and extra trash bags.
- designate one of the hosts/servers as the point person for Campus Safety during the event (if the Event Coordinator cannot attend the entire event).
- designate clean-up duties to the hosts & servers.
- name, assign, and, if applicable, arrange payment for hosts and/or servers for the event.
- pick up bracelets from Student Life (Ellen Rougeau) on the day of the event prior to 4pm, OR, if the event is on a weekend, pick up bracelets from Student Life on Friday prior to 6pm.
- sign for any alcohol planned for the event if 21 years old or older. If not 21-years old or older, must designate, in advance, an of-age student affiliated with the event (another student member of the sponsoring organization, a host, or a server) to sign for the alcohol.
- arrange for proper amounts of appropriate food and non-alcoholic beverages.
- contact Campus Safety, 30 minutes prior to the beginning of the event. An officer will conduct a compliance check to ensure the registration plan has been followed, to review the venue with you for previous damage, and to establish communication expectations for the evening with hosts & servers. If all looks good, CSS will then give an OK for the event to begin. Failure to comply with the registration plan may result in the event being shut down by the officers.
- ensure that clean-up has been completed no later than 12noon on the next day (although preferably immediately after the event concludes), or earlier if required by Student Life.
- evaluates the event and shares the information with Ellen Rougeau in Student Life.

The Event Coordinator and/or the sponsoring organization will bear financial responsibility for any damage to College or student property that occurs during the event if the responsible person cannot be identified. The Dean's Office, Campus Safety, and Student Life will work with students to resolve these cases as fairly as possible based on all available information.

The Role of Hosts and Servers

The College recommends that student utilize *professional* hosts and bartenders to oversee events (and will require it for some events based on size, history of the event or student group, location, amount of alcohol, etc.). A list of professional hosts and bartenders is available through Student Activities. The current pay rate for a professional host is \$15/hour, and the rate for a professional bartender is \$25/hour, paid by the sponsoring organization. If professionals are not utilized, certified student hosts and servers are required. The minimum number of hosts & servers is typically determined by the size of the event, though other factors may also apply. Student hosts and servers may be paid or unpaid; if paid, the rate is \$11/hour, paid by the sponsoring organization, and hosts & servers may only be paid for their time during the event.

The primary concern of a host or server is to maintain a safe environment for students and their guests and to abide by College rules and Massachusetts law. To become a certified host or server for an event with alcohol, students must:

- be at least 21 years of age (servers) or 18 years of age (hosts)
- take the TIPS workshop and pass the test at the end, at least once during their academic career at Williams
- take the Host/Server Workshop and pass the test at the end, each academic year
- follow all policies, procedures, and guidelines as found in *Eph's Guide*

Hosts are responsible to do the following:

- accept and carry out full responsibility of all aspects of the event including compliance with all Massachusetts State Laws concerning alcohol.
- comply with all registration form information.
- sign for alcohol at beginning of event (21-year-old).
- arrive sub-free at the start and remain sub-free through clean-up.
- call in Campus Safety just prior to the event's starting time to get the go-ahead to begin.
- ensure food and alternative beverages are available as per the registration form, throughout the duration of the event.
- check ID's at the point of entry to the event (one host minimum). In order for an of-age (21-years-old or older) individual to get a bracelet, two (2) forms of photo ID are required:
 - Williams students must produce a Williams ID, plus a valid driver's license, passport, military ID, or alcohol ID card.
 - Guests of Williams students are required to produce two forms of ID to verify age (one must be a valid driver's license, passport, military ID, or alcohol ID card).
- use the bracelets supplied by Campus Life to identify of-age guests.
- place a bracelet on the wrist of any guest who has been verified as being 21-years-old or older and who wants to consume alcohol.
- prevent intoxicated persons from entering the event.
- ensure that attendance does not exceed fire capacities & occupancy limits.
- monitors & control alcohol service & use.
- prevent minors from drinking alcohol.
- prevent alcohol from being passed to minors.
- prevent intoxicated persons from drinking more alcohol.
- ensure that guests don't leave with an open container.
- ensure that Servers are always present.
- ensure a secure area for the Servers & alcohol.
- ensure that any guest whose behavior is disruptive or creates an unsafe environment, or anyone who fails to comply with you in your role as a host or server, will be required to leave the event, enlisting the aid of Campus Safety if necessary.
- remove any guest from the event who fails to comply with Massachusetts law.
- enlist the aid of Campus Safety, when necessary, to ensure compliance with Massachusetts law.
- carry out additional tasks and responsibilities as assigned by the Event Coordinator.
- ensure that the event site is cleaned up and furniture is placed in its original location.
- call in Campus Safety at the end of the event to help secure alcohol & containers.

If compensated, the rate is \$11/hour, paid by the sponsoring organization(s)

Servers are responsible to do the following:

- accept and carry out full responsibility of all aspects of the event including compliance with all Massachusetts State Laws concerning alcohol.
- comply with all registration form information.
- sign for alcohol at beginning of event (21-year-old).
- arrive sub-free at the start and remain sub-free through clean-up.
- use the bracelets supplied by Student Life to identify of-age guests.
- serve the alcohol only to of-age guests identified with a wristband.
- monitors & control alcohol service & use.
- prevent minors from drinking alcohol.
- prevent alcohol from being passed to minors.
- prevent intoxicated persons from drinking more alcohol.

- ensure a secure area for the alcohol.
- ensure that any guest whose behavior is disruptive or creates an unsafe environment, or anyone who fails to comply with you in your role as a server, will be required to leave the event, enlisting the aid of Campus Safety if necessary.
- remove any guest from the event who fails to comply with Massachusetts law.
- enlist the aid of Campus Safety, when necessary, to ensure compliance with Massachusetts law.
- carry out additional tasks and responsibilities as assigned by the Event Coordinator.
- ensure that the event site is cleaned up and furniture is placed in its original location.
- assist Campus Safety to secure alcohol & containers at the end of the event.

If compensated, the rate is \$11/hour, paid by the sponsoring organization(s)

It is highly recommended that Hosts & Servers:

- double-check ID's at any time, regardless of the presence of a bracelet on the student.
- use the "ID Check Guide" book to verify authenticity of drivers' licenses.
- a blacklight/flashlight to check ID authenticity.

Cleaning Up

An important part of any event involves planning for clean-up. Student hosts and servers are responsible for the clean-up process. Always inspect the event area with a Campus Safety officer 30 minutes before the event begins, and carefully note any preexisting damage.

Clean-up Regulations:

- Pick up all trash both inside and outside buildings and bring it to the designated rubbish removal area.
- Sweep floor; vacuum carpets or rugs.
- Damp mop the floor at least twice, changing the mop water between mopping. With hardwood floors, use a minimal amount of water to avoid damaging the floor. Mop water solution should be 2 oz. of all-purpose cleaner per gallon of cold water.
- Do not replace carpets or furniture until the Custodian has had a chance to wet mop and apply floor finish.
- Clean-up must be completed by 12noon on the day after the event.
- Hosts may call Facilities to request additional time to complete the clean-up for an event as long as the clean-up process has been initiated.

In the event that the area is not cleaned sufficiently, as determined by the Custodial Supervisor in accordance with the above directions, Facilities Services will clean up the event area and there will be hourly charges for the labor payable by the sponsoring organization and/or the house. The sponsoring organization and/or the house will also be charged for whatever cleaning materials were used.

For more information on clean-up, contact Facilities Services at x2195.

Event Evaluation

After the event, student hosts and servers are encouraged to send an email to their Event Coordinator or to Ellen Rougeau in Student Life to provide an evaluation of how they felt the event went. Campus Safety also submits an evaluation of events via the daily Incident Report as needed or requested.

The Role of Campus Safety Officers at Student-Initiated Events with Alcohol

Campus Safety officers will be involved with any registered student event with alcohol. Minimally, a Campus Safety officer will:

- meet with the hosts/servers just prior to the event to review the registration plan and the event venue, to establish a communication plan for the evening with the hosts/servers, and to either give the OK to proceed with the event or determine that the event cannot proceed because it deviates from the registration plan
- stop by the event on occasion to ensure compliance
- offer assistance as requested or as necessary
- meet with the hosts/servers at the conclusion of the event to secure any remaining alcohol and to ensure that clean-up has happened or will happen by 12noon the following day
- provide an evaluation of the event from the officer(s)'s perspective on the following business day

However, there are times when an event will warrant an officer or officers to be assigned to the event; this may be determined by Campus Safety or Student Life, or may be requested by the students coordinating the event. The following factors are always considered: size of event; type of entertainment; other events occurring on campus; location of the event; history of the event location, of the event theme, of the sponsoring group, etc.; amount and type of alcohol.

Campus Safety officers are not responsible for supervising, overseeing or regulating the consumption of alcohol. The responsibility rests with the host and servers and adherence to the law is the obligation of each individual guest. However, Campus Safety officers will take appropriate action when deemed necessary; they will:

- assist the hosts and servers to ensure compliance with Massachusetts law concerning alcohol consumption.
- assist the hosts and servers with fire capacity limits.
- notify the hosts if underage drinking is suspected.
- directly intervene when requested by a host or server or when it is reasonable and prudent to do so.
- identify and report to Campus Safety supervisors the names of students who fail to comply with Massachusetts law.
- assist students to ensure that only members of the College community and their invited guests attend a event.
- shut down events that are excessively noisy or unruly, extend beyond the stated ending time, exceed fire capacity limits, or violate the terms of the event plan or event policy.
- assist in the event of any emergency.
- assist the hosts or servers when dealing with a disruptive or intoxicated guest.
- help the hosts or servers secure any alcohol remaining at the end of the event.

The College's Response to Underage Drinking

The Campus Safety Department has adopted a program for addressing concerns about underage drinking. An educational component, rather than a punitive approach, is the main focus of this program. At student events with alcohol, Campus Safety officers take a more active role to assist hosts and servers and identify underage drinkers. The names of underage students who are identified drinking at events will be submitted to the Director, Associate Director or Campus Safety Supervisor.

For an initial intervention, the underage student will be contacted and will meet with a Campus Safety supervisor. The initial meeting will concentrate on education concerning Massachusetts law; using fake identification and the penalties; host liability and responsibility assumed by hosts and servers; and risk assessment. The goal is to raise awareness concerning compliance with state law and to advise the student about any future violations and subsequent sanctions. Students may also be referred to a Health Educator from the Health Center if it is determined that high-risk alcohol consumption is a contributing factor. Each case will be handled on an individual basis to determine the appropriate follow-up. The Dean's Office will be notified and will become involved when disciplinary action is necessary.

Referrals from Campus Safety to the Health Center will be made directly to the Director of the Health Center. A refusal by a student to meet with a Health Educator will result in a notification from the Health Center back to Campus Safety. Campus Safety will then contact the Dean's Office for subsequent follow-up. There are various types of responses:

- Campus Safety handles the follow-up without referral
- Campus Safety handles the follow-up, and a referral is made to the Health Center
- a direct referral to the Health Center
- a direct referral to the Dean's Office

If the initial interaction originates at the Health Center, no referrals will be made to the Campus Safety Office. Any student directly seeking assistance from Health Services will be treated in a confidential manner.