

# Campus Resource Referrals

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An important aspect to coaching is knowing what campus resources are available to students virtually. Oftentimes, students don't know what resources they need until they are struggling, and it can be difficult for online students to find what they need. Therefore, it's important to establish a connection to each campus department within your institution, understand how they will be able to virtually assist students, and understand their availability.

If you haven't built a relationship with staff across campus who can assist students, now is the time. It may feel more difficult to build professional relationships remotely, but you can do it! Set up a virtual coffee meeting, learn how they are working to help students remotely, and make a plan for how you will work together.

Reach out to each of these resource centers below (listed in alphabetical order). Your campus' staff are eager to assist you, so learn your campus' resources and establish connections. Ask all offices how they want to support students at a distance and if they can offer additional guides/services to students virtually.

Accessibility Resource Center

Career Services

Dean of Students

Emergency Services

Financial Aid

Food Pantry

Health/Recreation Center

International Student Services

LGBTQ+ Center

Mental Health Services

Multicultural Student Center

Scholarship Office

Student Billing Office

Student Bookstore

Student IDs

Student Organizations

Student Technical Support

University Police

Veterans Services

On your worksheet, list who to contact for information (along with their email and phone number) as well as any websites (if applicable), bookmarking each webpage. In addition, briefly describe what each resource provides to students virtually for your own reference. This is a lot of up-front work, but will save you time later on.

**Time Saving Tip:** Draft an email template that you can use repeatedly to introduce a student to a campus resource contact. Include the basic information as needed, without going into too much detail.