



SUCCESS IN THE HERD

what it takes

For All Students

September 5, 2024

Care, Conduct, and Excused Absences

Good afternoon Mastodons and Red Foxes,

We hope that you are getting into the swing of things and that you've made some new connections around campus.

As everything becomes a little more familiar, we'd like to remind you of some important resources that are available.

The CARE Team

As you might remember hearing about at orientation and in other communications you've received, we have a designated CARE Team to help you or a fellow student when times get tough. The acronym CARE stands for Campus Assessment, Response, and Evaluation. This team's job is to get you connected with resources that will help you be successful in all aspects of life—physically, mentally, emotionally, and academically. The team responds to concerns about students and reaches out. So, if you happen to hear from them, don't worry, you are not in trouble. Instead, someone, perhaps an instructor or friend, reached out to us because they were worried about you. The same goes for if you are worried about another student, possibly a classmate, roommate, or friend. We live by the "see something, say something" model. It helps the CARE Team ensure we are addressing any concerns before things become more significant issues.

You can submit a **referral** or email **pfwcare@pfw.edu**. We hope to hear from you if you need assistance or are concerned for another person.

The Center for Student Counseling

We recognize that college life can be exciting and can also come with its fair share of stressors. Whether you're facing academic pressures, personal concerns, relationship challenges, or simply adjusting to new surroundings, the Center for Student Counseling is here to provide you with a supportive and confidential space to address your wellness needs. Our team is dedicated to helping you navigate these experiences and develop strategies that will contribute to your overall success and well-being.

The center is on the ground floor of Kettler Hall at the end of the corridor between the Department of Anthropology and Einstein Bros. Bagels. It's open from 9 a.m. to 4 p.m. on Mondays, Wednesdays, and Thursdays; 9 a.m. to 8 p.m. on Tuesdays; and 9 a.m. to noon on Fridays.

Scheduling appointments is also easy. You can call 260-481-6200 or send an email to csc@pfw.edu. Walk-in appointments for urgent concerns are available during operating hours. You can learn more about what's offered by visiting the center's [website](#).

In addition, here's a list of resources and helplines that you can access at any time.

- National Suicide Prevention Lifeline: Call or text 988, or chat at 988lifeline.org
- Crisis Text Line: Text "HOME" to 741741
- Be Well Crisis Helpline: Call 2-1-1, enter your zip code, and press 3
- Parkview Behavioral Health Helpline: Call 260-471-9440
- Park Center Crisis Care Clinic: Call 260-481-2700 (ext. 1)

Student Absence Policies

Did you know that we have an excused absence policy for students? We recognize that in some circumstances your absence from class is unavoidable, or is necessary for personal reasons beyond your control. We get it! To help you during these times, here are the established set of reasons for excused absences from class for all courses across the university.

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse (hospitalization, emergency department, or urgent care visit)

You can find the parameters and procedures for these absences [here](#). As the student, you must inform the Office of Student Conduct and Care and your instructors in a timely fashion. Please note that official documentation is required for these absences.

If you need to be absent from class for any reason not listed above, you should work directly with your instructor. The resource guide found at the bottom of the link above has been developed to help students effectively communicate with professors.

We hope this information is helpful as you prepare for and navigate the weeks ahead.

Positive Practices

Practice mindfulness. We often spend more time thinking about what's coming up or

dwelling on things in the past we can't change. When that happens, we can miss out on experiencing the present. Whether through breathing exercises, guided meditation, or simply walking outside, the goal is to slow down, find calm, and focus on the moment.



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