SCOPE: Student Center for Health and Counseling

PURPOSE:
To outline process of notifying the campus community of availability of on-campus health and counseling.

PROCEDURE:

The Student Center for Health and Counseling shall make known to the University community the existence and availability of on-campus health and counseling services for registered and returning students. This can be done in a variety of ways:

1. The SCHC website will contain a description of the medical services available at SCHC for students.

2. Brochures, pamphlets, or other suitable written material will be printed and made available to all students, faculty, and staff.

3. In its efforts to promote the availability of service, the SCHC and/ or Health Education will carry on those functions which serve this end, including but not limited to orientation programs and presentations on health-related issues to residence halls, classes, and the community.

4. The SCHC will be open from 9:00 a.m. to 4:00 p.m. Monday through Friday on the days that classes are in session during fall and spring semesters.

5. Prior to the last day of spring classes, the SCHC will post a notice of the hours of services during summer class sessions. Additionally, e-mail will be sent to all faculty and staff with copies available as well at the Records Office and the Cashier’s Office.

6. The SCHC will maintain a website accessible through Bemidji State University’s website homepage. Available services, hours, health information, and notices of closures will be broadcast through this site.