

Template Messages for Students

Please use these template letters to express concern for a student experiencing distress. You can modify as needed. These letters can be sent to students as part of the submission of a Behavioral Intervention/CARE report. The messages provide a “warm referral” to our support offices such as Student Health Center and Basic Need Office.

Faculty response to student to connect to mental wellness support

Hi,

Per our conversation, I would like to suggest you meet with our amazing mental wellness team. The session with our mental wellness professionals provides a safe, confidential, and helpful way to address issues and concerns, find new solutions, and explore life choices. You can call the Student Health Center to schedule your free sessions at 805-678-5832 or ocealthcntr02@vccd.edu. I have sent them a request to follow up with you to schedule an appointment. There is no stigma in meeting with a mental wellness professional; it is a good way to ensure you are successful in classes at the College.

Faculty observation of a concern

Hi,

I wanted to check up with you to see how you are doing. I was concerned about your recent (email, discussion, behavior in class). I want to make sure you feel connected to campus resources such as our Student Health Center, which provides free and confidential mental wellness sessions with a trained professional. Our Mental Wellness Team is comprised of caring individuals who can help you address issues and concerns, find new solutions, and explore life choices. I submitted a care report to ask for a mental wellness professional to follow up with you. You can make the decision to meet with them or not. Mental wellness support is a good way to ensure you are successful in classes and address life’s challenges.

You can call the Student Health Center directly to schedule your free sessions at 805-678-5832 or ocealthcntr02@vccd.edu.

Written Assignment Concern

Dear Student,

Thank you very much for working hard and turning in your assignment! Your writing indicated that you are having trouble, and I wanted to let you know that Oxnard College has resources that may be of assistance to you as you navigate through these challenging times. Our Mental Wellness Team is comprised of caring individuals who can help you address issues and concerns, find new solutions, and explore life choices. I submitted a care report to ask for a mental wellness professional to follow up with you. You can make the decision to meet with them or not. Mental wellness support is a good way to ensure you are successful in classes and that you are prepared to address life's challenges. The faculty and staff at Oxnard College stand with you, and your well-being and academic success is our top priority.

You can call the Student Health Center directly to schedule your free sessions at 805-678-5832 or ocealthcntr02@vccd.edu.

Basic Need Support

Dear Student

You mentioned a concern with (housing, food, immigration status, or transportation) during our meeting. I wanted to make sure you were aware that Oxnard College has a Basic Need Center to help address your needs. We have caring individuals who can assist with referring you to campus or community support programs. I requested someone from the Basis Need Center follow up with you.

You can also call the Basic Need Center directly to schedule a meeting to learn about numerous campus and community resources at 805-678-5860.