



ANNUAL SECURITY REPORT

FY 2014

Department of Campus Police & Security

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Message from the Chief of Police:



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act of 1990) is a Federal Law that was enacted after the senseless assault and murder of a 19-year old Lehigh College freshman. The law was renamed in her memory in 1998.

The Clery Act requires colleges and universities to disclose crime statistics for the prior three years, as well as current programs for campus safety/security and reporting procedures. The Eastern Shore Community College (ESCC) Police Department, in support of this act, makes available the required information to all current and prospective students and employees, both online and in print form. Copies may be obtained through the College Police office or by calling our non-emergency number at 757-789-7990. An open daily log of reported crimes is available for review, upon request, in the college police offices, located in the main building Room A36

When you review the statistics, you will note that Eastern Shore Community College is a safe campus. Safety is a community responsibility and we rely on you, the ESCC community, to assist by reporting suspicious activities and using common sense when going about their daily activities. The Campus Police Department has one full time Law Enforcement Officer and three part-time Campus Security Officers. We hope you find this report informative and helpful, and that your time on the campus of Eastern Shore Community College will be enjoyable and safe. If you have any questions or would like further information about safety and security at Eastern Shore Community College, please contact us at 757-789-7990.

David A. Rogers Sr.
Chief of Police
Department of Campus Police & Security

CLERY ACT

CLERY ACT CRIME STATISTICS

Federal legislation requires that campus crime data be reported to the federal government on an annual basis. Data are maintained for three years. These data are to be made available to all students and current employees.

CLERY ACT CRIME STATISTICS FOR ESCC

CRIMINAL OFFENSE	2012	2013	2014
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSES (INCLUDING FORCIBLE RAPE)	0	0	0
NON-FORCIBLE SEX OFFENSES	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY/LARCENY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0

Colleges are required to disclose data on crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity ("hate crimes").

ESCC had no reportable occurrences during the latest reporting period.

Colleges are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor law violations; 2.) Drug law violations; and 3.) Illegal weapons possession.

ESCC had no reportable occurrences of liquor law violations, drug law violations or illegal weapons possession during the latest reporting period.

Procedures for Reporting Crimes

Members of the college campus are encouraged and are responsible for reporting actual and suspected criminal acts that they witness on the campus. This can be done by calling the Campus/Security Officer on duty from any college phone (7990). Security can be reached from a non-campus phone by dialing 757-414-3150.

The Police/Security Officer conducts investigations of all criminal offenses that occur on the college campus. Below are things that should be reported.

Criminal Activity

As with all other situations, the safety of college personnel and students is paramount. Extreme caution should be used if weapons are present or suspected to be present.

When criminal activity is suspected or observed, the Campus Police/Security Officer should be informed. If on duty, the Police/Security will take a lead role in handling the immediate situation. The situation should be assessed and if the local law enforcement should be needed. Contact them immediately. If a crime scene exists, nothing should be touched nor should anyone be allowed into the affected area until permitted by law enforcement.

The Dean of Student Services will deal with all student-related incidents to determine what, if any, conduct code violations have occurred. Individuals may be asked to report what they observed regarding the incident. Information such as names, descriptions of individuals involved, threatening language used, description of vehicle, license plate, and any other relevant information, may be utilized during the investigation.

Victims of criminal activity will be assisted by law enforcement and/or college personnel as appropriate.

Fights/Violence

As with all other situations, the safety of college personnel and students is paramount. Extreme caution should be used if weapons are present or suspected to be present.

When aware of a fight or potential for violence, the Campus Police/Security Officer should be informed. The situation should be assessed to determine if calm reasoning will be sufficient or if external law enforcement should be contacted immediately. Additional college staff may be needed to assist in keeping others a safe distance from the situation.

The Dean of Student Services will deal with all student-related incidents to determine what, if any, conduct code violations have occurred. Individuals may be asked to report what they observed regarding the incident. Information such as names, descriptions of individuals involved, threatening language used, description of vehicle, license plate, and any other relevant information may be utilized during the investigation.

Shootings

The first priority in the case of a discharged firearm or potential discharge of a firearm on campus is the safety of all individuals. Every attempt should be made to find cover and remain in a safe location until certain the situation has been resolved. No attempt should be made to investigate the source of the gunfire or put oneself in harm's way.

When safely possible:

1. Call the Campus Police/Security Officer
2. Call 911
3. Inform the Administrator in Charge.
4. Be aware of the situation and surroundings. Be prepared to provide the following information to law enforcement officers, if known and in as much detail as possible:
 - Location of the incident
 - Direction of travel or location of suspect
 - Condition and number of any victim(s)
 - Description of the suspect including any comments made, clothing, physical appearance, and type of vehicle
 - Type of weapon used
5. Try to remain calm. Do not leave a safe position until law enforcement officers or college staff has indicated that it is safe.

CIVIL DISTURBANCE

OUTDOORS

Implement appropriate emergency procedures by moving students, faculty, staff and visitors to a safe location (as conditions permit) inside buildings to protect against trauma or danger.

If not able to move inside, take cover outside as able.

Consider persons with disabilities who may need assistance.

Notify Campus Police/Security of the type of disturbance, its location, the number of people causing it, who is involved, any weapon present and your name. Provide as much information as possible.

Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.

Should a gunshot be heard, get everyone on the ground immediately.

INDOORS

Always contact Campus Police/Security when you have an emergency in any room.

Notify Campus Police/Security of the type of disturbance, its location, the number of people causing it, who is involved, any weapon present and your name. Provide as much information as possible.

Keep students, faculty, staff and visitors quiet and away from doors and windows.

Lock all room doors.

Account for all persons. Report any missing persons to Campus Police/Security immediately.

Close window shades, curtains or blinds.

Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.

Should a gunshot be heard, instruct everyone to get down on the floor immediately and take cover.

UNAUTHORIZED PERSON/WEAPONS ON CAMPUS

If an armed individual is on campus:

- Call Campus Police/Security at 757.387.9094 or 757.789.7990 and 911 with the location of the individual if possible.
- Lock the door, turn off the lights, get down on the floor or under a desk behind protective cover and remain silent.
- Instructors, lockdown classrooms, turn off lights and computers to give the appearance of an empty room. Instruct students to move to an area of the room away from windows and doors. Stay calm and quiet and prepare to wait an extended period of time until the “all clear” signal is given by police.
- Do not open doors to anyone other than emergency personnel.
- Note that all phones throughout each building can be used as intercoms and to send and receive text messages as well as to call 911.

Weapons on campus:

- Call Campus Police/ Security at 757.387.9094 or 757.789.7990 if you become aware of a weapon on campus and provide a description of the weapon and/or individual in possession of the weapon.

DATING / DOMESTIC VIOLENCE/SEXUAL ASSAULT/STALKING

DATING VIOLENCE

Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

DOMESTIC VIOLENCE

Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

SEXUAL ASSAULT

Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentional touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

STALKING

Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

MORE INFORMATION CAN BE FOUND IN THE ESCC TITLE IX POLICY.

Janet Justis
Title IX Coordinator
Phone: (757) 789-1723
Email: jjustis@es.vccs.edu

EARTHQUAKE / STRUCTURAL COLLAPSE

SEVERE WEATHER/TORNADO

- Security and/or designated staff will alert the campus community to seek shelter in the event of a severe weather emergency.
- Go into or remain inside a strengthened building.
- If possible, seek shelter in a room designated with a “Tornado Shelter” sign.
- Stay away from large loose objects such as bookcases, cabinets or shelves. Stay away from windows. Squat and cover your head if possible.
- Employees should remain in the safe area with students until the severe weather has passed and the “all clear” signal is given.

EARTHQUAKE

- During or immediately after an earthquake, take cover under heavy furniture, such as a desk, table or bench, if possible.
- Hold onto the desk or table leg so that the desk or table stays over you. Keep your head down until the shaking stops.
- Stay away from large windows, mirrors or other glass.
- The greatest danger is directly outside buildings, at exits and along exterior walls, due to falling debris. If you are already outside, stay clear of buildings, power lines, overpasses and elevated expressways.

EMERGENCY COMMUNICATION



ESCC ALERT

Mass Notification System (ESCC Alert)

The college maintains a mass notification system capable of contacting subscribers by sending out email and text messages. Subscribers must self-register in the system in order to receive messages on those devices for which they provide phone numbers. The web interface for the system is at <http://alert.es.edu>. Designated message senders may log in from anywhere web access is available in order to generate mass alerts. Several prewritten messages exist for common emergency situations, and custom messages can be composed if needed. The system should be tested at least twice per semester both to familiarize users with it, and to ensure it will work during an actual emergency.

INCLEMENT WEATHER NOTIFICATION

The ESCC Web site is the first method of notification, followed by the ESCC ALERT, local television stations, and then local radio stations (both FM and AM).

A text/e-mail message will be sent via the ECSS ALERT Emergency Notification system.

The following phone numbers will also have delay/closing information:

ESCC Main Phone Line:

757-789-7990

FIRE ALARM

- **SIGNAL:** The fire alarm (flashing strobe lights/loud intermittent tone) is a signal to evacuate the building.
- **Remain calm and walk to the nearest exit utilizing the evacuation map in your room/area if necessary (you should familiarize yourself with exit routes during a nonemergency).** Stay with your class or coworkers, close door to classroom/office, turn off lights and walk at least 100 feet from the building.
- **Instructors:** Please bring your class roster with you.
- **Wait** for “all clear” signal before returning to the building.
- **If a fire is discovered, immediately call 911.**



EVACUATION

Emergency situations that call for evacuation may be marked by a sustained alarm. When the alarm is sounded, all persons should immediately leave the building. An exit route is posted in each room of the building. The following guidelines should be observed if possible:

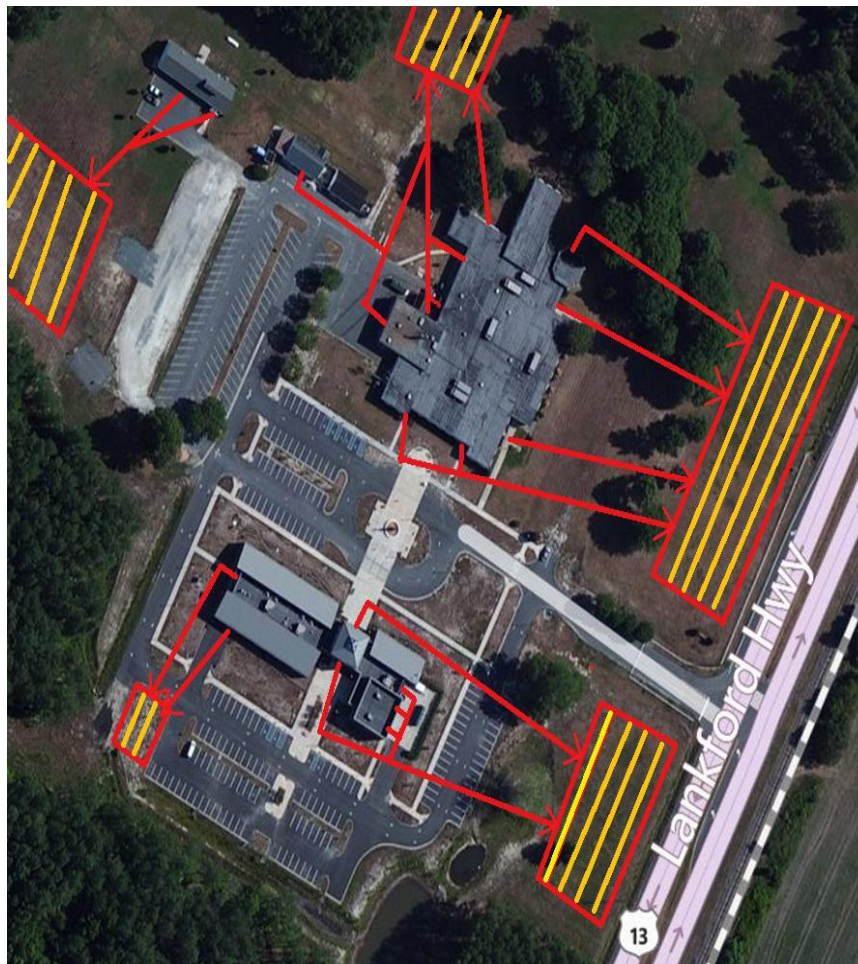
1. Always evacuate. Treat all alarms as if they warn of real emergencies.
2. Assist the disabled. All persons should be alert to the presence of disabled persons and provide assistance if needed.
3. Check all areas. College personnel are expected to help in assuring that all areas including the lounge, labs, and restrooms are evacuated. Persons in charge of classes and group functions should take responsibility for the emergency evacuation of their group.
4. Before leaving the room, faculty should turn off laboratory gases, exhaust fans, etc. Turn off all sources of fuel and oxygen that might feed a fire.
5. Close windows and doors. Closed windows and doors can reduce the spread of fire.
6. Do not delay. Do not take time to return to offices, shut off computers, or turn off lights that may remain on.
7. Call the fire department/emergency services by dialing 911 as soon as it is safe to do so. Be calm and carefully give all needed details of the specific location, type of incident, your name, etc.
8. Make sure Buildings and Grounds personnel are aware of the alarm. If you do not see definite indications that they are aware of the situation, notify the Campus Security Department.
9. The evacuation route is shown in red on the attached photo. The area to assemble is assigned based on the exit that is used.
10. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
11. If it is suspected that any persons remain inside the building, the Incident Command Team Leader should report this information immediately to emergency services personnel upon their arrival.
12. Return to the evacuated area is not permitted until it is deemed safe by emergency services personnel and the Incident Command Team Leader.

In the event that it is necessary to evacuate the campus and an incident has occurred which renders the primary egress from the institution unusable, alternative ways of exiting the campus will be explained, and staff will lead the evacuation. All available state vehicles may be utilized. Foot paths exist leading to the industrial park which could be used if direct access to Lankford Highway were rendered unsafe or unusable. Should it become necessary to stop

individuals from going to their cars because of fumes or danger, every effort will be made by college staff to direct persons to a safe area.

Information may be disseminated and directions given via ESCC Alert and/or a foot messenger system with staff posted at the exits to assist.

EVACUATION



GAS LEAK, FLOOD OR WATER EMERGENCY

- **SIGNAL:** Campus Police/Security Officer or designated staff will alert faculty and students to move to a safe location inside, or evacuate the building.
- **Remain calm and walk to the nearest exit using the evacuation map in your room/area.** Stay with your class, close doors to classroom/office, take valuables and walk at least 100 feet from the building.
- **If an odor of gas is detected, or water leak/flooding is detected:** Notify Campus Police/Security at 757.387.9094 or 757.789.7990 or Maintenance at 757.789.1747.

Medical Emergency/Injured Person

- **Call 911 immediately.** Be prepared to give the exact location and description of the incident.
- **Notify Campus Police/Security at 757.387.9094 or 757.789.7990.**
- Unless trained, do not attempt to render aid prior to the arrival of emergency personnel.
- Do not attempt to move an injured person who may have neck or spinal injuries.
- Limit your communication with the patient to quiet assurances and do not give any fluids or food.
- Be prepared to answer any questions emergency responders may have when they arrive.

POWER OUTAGE

- **If a power outage occurs and power remains off for 20 minutes, designated staff will notify individuals if evacuation is necessary.**
- During the 20 minute stand-by period, take students to the hallway outside rooms (classroom, library, student center) where emergency lighting will illuminate the hall.
- If power resumes within 20 minutes, return to class. If designated staff informs your class to evacuate, follow evacuation procedures on the map in your classroom/office. Do not return to class until notified to do so.
- **A decision on student dismissal/college closing will be made by the college president or designated administrator.**

Access to the Campus, Facilities, and Campus Security

The Campus Police/Security Officer provides security services for the College. Campus Police/Security open and lock all college buildings in accordance with the schedule of classes and operating hours of the various administrative offices. On weekends, buildings are available for scheduled classes but locked during non-use times. Evening classes are not scheduled after 10:00 p.m., and the campus is closed from 10:00 p.m. to 7:00 a.m. Students are made aware of these procedures by campus publications and campus information, such as signage, orientation information, flat-screen monitors, etc.

Campus Awareness Programs Relative to Safety and Security

The College provides information to employees and students via meetings, orientations, workshops, weekly or monthly newsletters, various handbooks (Faculty, Staff, and Students), flat-screen monitors, and through the College website. Local law enforcement agencies may also provide crime prevention information from time to time as requested by the College.

Vital Statistics

The College began keeping statistical information. Incident report logs, which are available for public inspection, are kept on file in the Campus Police/Security office. The information in this report includes all crimes that occurred during 2014.

Eastern Shore Community College Policy Related to Admissions of Students on the Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The Virginia State Police Sex Offender and Crimes Against Minors Registry website, <http://sex-offender.vsp.virginia.gov/sor/>, provides information about registered sex offenders.

Section 23-2.2:1 of the Code of Virginia requires that the ESCC send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sexual Offender Registry. Language on the College's electronic Admissions Application informs applicants that their information is being transmitted to the Virginia State Police.

In the event that the State Police determines that an applicant to Eastern Shore Community College is listed on the Sex Offender Registry, the State Police will notify the local sheriff's department who relay that information to ESCC. When the college determines that an applicant is listed on the registry, the following procedures apply:

The Federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The Virginia State Police Sex Offender and Crimes Against Minors Registry website, <http://sex-offender.vsp.virginia.gov/sor/>, provides information about registered sex offenders.

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In the event that the State Police determines that an applicant to Eastern Shore Community College is listed on the Sex Offender Registry, the State Police will notify the local sheriff's department who relay that information to ESCC. When the college determines that an applicant is listed on the registry, the following procedures apply:

1. The applicant will be denied admission to Eastern Shore Community College in accordance with its published admission policy as follows: "The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College."
2. If the applicant registers for classes and becomes a student before the College determines that he/she is on the Sex Offender Registry, the student will be immediately informed in writing that he/she is being administratively withdrawn from classes and will receive a refund, if eligible.
3. When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Eastern Shore Community College, he/she will receive a certified letter from the Dean of Student Services stating his/her denial of admission or administrative withdrawal from classes and detailing his/her right to appeal this decision.

If the applicant/withdrawn student wish to appeal his/her denial of admission or administrative drop, he or she must follow the following process:

1. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Services within seven (7) calendar days of receiving the denial of admission or administrative withdrawal letter.

2. In the letter requesting an appeal, he/she must provide the following information: a. Details of the nature of the offense for which he/she has been convicted; b. Justification for consideration of admission/reinstatement; c. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.
3. An appeal committee of three
 - (3) Full-time faculty and/or administrators will review the information submitted and make a decision by a simple majority vote within ten (10) calendar days of receiving the letter of appeal. The President will serve as the convener of the committee.
4. Within five (5) days, the Dean of Student Services will inform the applicant/withdrawn student by certified letter of the decision of the appeal committee. The decision of the appeal committee shall be final.

CONTACT INFORMATION

ESCC DEPARTMENT OF CAMPUS POLICE/SECURITY

David A. Rogers Sr., CHIEF OF POLICE

EMERGENCY NUMBER

911

CAMPUS POLICE/SECURITY OFFICER CELL PHONE NUMBER

757-387-9094

OR

SPEED DIAL 7990 FROM CLASSROOM PHONES

ESCC DEPARTMENT OF CAMPUS POLICE/SECURITY

OFFICE PHONE NUMBER

757-789-7990

APPENDIX A – ESCC Alcohol and Illegal Drug Policy

Eastern Shore Community College is committed to maintaining an environment in which students can learn and employees can work without hindrance from the use of alcohol and illegal drugs.

The use of alcohol does not contribute to effective learning or good work performance because it can lead to a false sense of well-being, a loss of coordination and intoxication. The effects of illegal drug use vary according to drug and extent of use but some of the most common effects are confusion, anxiety, paranoia, increased heartbeat, high blood pressure, shortness of breath, slowed reactions, distortion of reality and reduced awareness.

Harmful Health Effects

While the side effects of alcohol and illegal drug use hinder the performance of both students and employees, the health effects of abuse are extremely serious. Abuse of alcohol can lead to physical and psychological dependence. Long-term abuse is a factor in liver and heart damage, malnutrition, cancer and other illnesses. The health hazards of drug abuse vary by the kind of drug used.

The five basic kinds of drugs commonly abused are stimulants, depressants, hallucinogens, narcotics and cannabis.

Stimulants such as amphetamines and cocaine are known as uppers because they speed up the nervous system. Abuse can lead to physical and psychological dependence, suicidal depression, heart problems, infections, malnutrition, convulsions, and death.

Hallucinogens cause changes in perception and consciousness. Mescaline, STP, LSD and PCP are examples of hallucinogens. Abuse can lead to birth defects, convulsions, coma and death.

Narcotics such as heroin, morphine, opium codeine, meperidine and methadone lower the perception of pain. Harmful side effects include physical and psychological dependence, malnutrition, infection, hepatitis, coma convulsions, and death.

Cannabis alters mood, thinking and behavior and the most commonly used drugs in this category are marijuana, hashish and hashish oil. Abuse may cause psychological dependence, paranoia, psychosis-like state, chronic lung disease and possibly lung cancer.

A detailed chart illustrating health effects of specific drugs is enclosed as Appendix A.

Because the use of alcohol and illicit drugs hinders the academic performance of students and the work performance of employees, the use of illicit drugs is prohibited at Eastern Shore Community College and the use of alcohol is forbidden except in rare situations in which the use is permitted in strict conformity with applicable laws and ABC regulations.

Unacceptable Conduct for Employees

The Commonwealth of Virginia publishes a handbook which contains rules governing the Professional and personal conduct and acceptable standards for work performance of employees.

Unacceptable behavior is divided into three types of offenses according to the severity.

Reporting to work when impaired by or under the influence of alcohol, or the unlawful use of controlled substance is a Group II offense which can lead to 10 days suspension without pay. Additional offenses normally result in removal.

The most serious category of offenses, Group III, include use of alcohol or unlawful use of possession of controlled substances while on the job. Group III offenses may lead to 30 days suspension without pay. Further violations lead to removal.

Legal Penalties

Students and employees should realize that disciplinary action by the college does not eliminate the fact that there are legal penalties for the illegal use of alcohol and drugs. College officials will

cooperate with law enforcement officials in the prosecution of students or employees who use alcohol or illegal drugs in violation of college policy and local, state, or federal laws.

Legal penalties vary according to illegal substance and the specific use of the substance or intent of the violator. Examples of federal penalties involved in the distribution of illegal substances can be found in Appendix B attached to this policy.

Alcohol and Drug Education Programs

Eastern Shore Community College officials believe that students and staff are less likely to use alcohol and illegal drugs if they are aware of the harmful health consequences, the disciplinary action and the legal penalties. College officials have taken a number of steps to educate students and staff about alcohol and illegal drugs. Steps include the following:

1. The college offers a number of health courses which contain segments on alcohol and illegal drugs.
2. A number of speakers are available, from time to time, to discuss the consequences of alcohol and illegal drug use.
3. The college participates in Alcohol Awareness Week and provides a variety of programs to educate students about both alcohol and illegal drugs.
4. The college is a member of a consortium of colleges which sponsors a variety of alcohol and drug education programs including an annual workshop for student leaders.
5. The college Learning Resources Center has publications on alcohol and illegal drugs.

Local Assistance for Students and Staff

Students or staff who needs help in coping with alcohol or illegal drug use will find assistance available from a number of sources. College counselors are available to discuss problems and, if appropriate, to refer persons to other agencies for assistance. The Health departments in both counties have trained personnel who can help. The most extensive array of services is available through the Eastern Shore Community Services Board. Services include the following:

Outpatient/Case Management

Individual Counseling
Family Counseling
Group Counseling
Aftercare Program
Adult Children of Alcoholics Program
Family Education Program
Co-dependency Program
Community Outreach Services

Prevention/intervention Services

School Programs
Community Speakers
Consultation
In-service Training

Residential

Detoxification Referrals
Inpatient Referrals
Half-way House Referrals

Emergency On-Call Services

24 Hour/7 Day a Week
Crisis Intervention
(757) 442-7707

Service Locations

Community Services Board
Behavioral Health Care Center
Parksley, VA
(757) 665-1260

Community Services Board
Emergency Services
Nassawadox, VA
(757) 442-7707

Students and staff may call the nearest counseling center and receive additional information about services.

