Navigate360: Issue a Notification or Referral from Student Profile

Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.

1. Open the student profile page

- Open a student profile by typing the student's name or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.
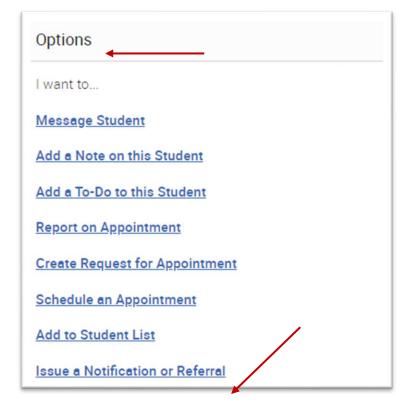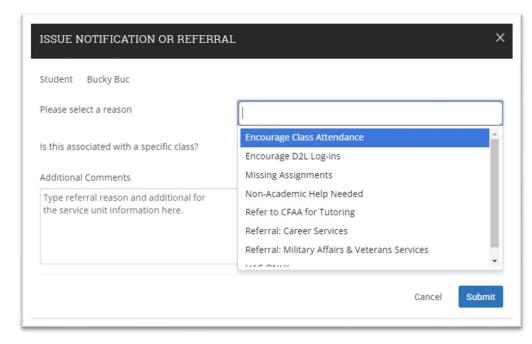
2. Issue a notification or referral

- In the *Options* box on the right side of the student profile page, click *Issue a Notification or Referral*
- An *Issue a Notification or Referral* window will appear.
- Click inside the *Please select a reason* box, select the reason for the notification/referral
  If desired, click inside the *Please select a reason* drop-down box again to select additional notification/referral reasons. As many notification/referral reasons as are applicable may be selected
- If this referral/notification is specific to one of the courses the student is enrolled in, select that course from the *Is this associated with a specific class?* drop-down menu
- In the *Additional Comments* text box, type details about why the referral is being made and any additional information that may be helpful to the referral site or academic advisor
- Click *Submit*

Continue to next page...

Options

I want to...

Message Student

Add a Note on this Student

Add a To-Do to this Student

Report on Appointment

Create Request for Appointment

Schedule an Appointment

Add to Student List

Issue a Notification or Referral

ISSUE NOTIFICATION OR REFERRAL

Student   Bucky Buc

Please select a reason

Is this associated with a specific class?

Additional Comments
Type referral reason and additional for the service unit information here.

Encourage Class Attendance
Encourage D2L Log-ins
Missing Assignments
Non-Academic Help Needed
Refer to CFAA for Tutoring
Referral: Career Services
Referral: Military Affairs & Veterans Services

Cancel   Submit

3. Making comments best practices

- Be informative and detailed, yet succinct
  - **NOTE:** Care Units are making 'cold calls' and any/all additional info is helpful. Anyone with the Advisor Standard role can read initial comments made when a referral is made to the CFAA, Career Services, or Military Affiliated/Veterans Affairs.
- Include key fact-based details shared by the student or which you observed, commenting "student indicated that" rather than making assumptions. Omit opinions, guesses, judgements, or feelings.
- Note any action you have already taken in supporting the student need (advice, recommendations, etc.)
- Write comments as if the student, parents, or the general public will read them.
  - **NOTE:** Case comments are not visible to the student, but still are a part of the student's educational record.
- Omit personal or sensitive content at all times. When making comments for a Dean of Students referral ('Non-Academic Help Needed'), the following are acceptable:

  - Health, mental health, disability, legal, relationship, family related
  - Food assistance, housing concerns, childcare, emergency funding