

## How Instructors Can Make a Referral for a Student

*Referrals should be used for non-emergency situations only. For more information about referrals, [click here](#).*

1. Log in to [Pathways](#) using your Pitt credentials.
2. **If necessary, toggle from your “Staff Home” to your “Professor Home” page.** This page displays the courses you are teaching in the current term and the students enrolled in those courses. You can toggle from your Staff Home (which is used for setting availability for Faculty Advisors or Faculty Office Hours to your Professor Home by clicking the gray triangle.

Professor Home ▼ 

Courses 

Term: Summer Term 2021-2... ▼

COURSE NAME	TIME	ROOM
(PSY-0160) PSYCHOLOGY OF PERSONALITY		
(PSY-0205) PSYCHOPATHOLOGY		

Students In My Courses 


Term: Summer Term 2021-2... ▼

Actions ▼					
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?	
<input type="checkbox"/>	1	<a href="#">Smith, Matthew</a>	PSY-0160-3010, PSY-0205-3010	No	
<input type="checkbox"/>	2		PSY-0160-3010, PSY-0205-3010	No	
<input type="checkbox"/>	3		PSY-0160-3010	No	

3. Click the hyperlink for the student's name for whom you would like to make a referral.

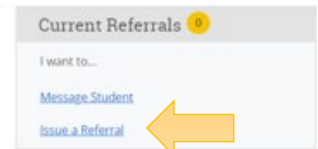
Students In My Courses

Term: Summer Term 2021-2... ▼

Actions ▼					
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?	
<input type="checkbox"/>	1	<a href="#">Smith, Matthew</a> 	PSY-0160-3010, PSY-0205-3010	No	
<input type="checkbox"/>	2		PSY-0160-3010, PSY-0205-3010	No	
<input type="checkbox"/>	3		PSY-0160-3010	No	

- This brings you to the student's home. On the righthand side, click on the hyperlink to "Issue a Referral".

Matthew Smith



- Click the "Please select a reason" drop down and select the referral you would like to make.

For Academic Referrals, please select the one that corresponds to your campus. These are:  
Academic Referral (Pittsburgh Campus), Bradford Campus Academic Referral or Greensburg Campus Student Referral

**ISSUE REFERRAL** [X]

Student Matthew Smith

Please select a reason

Is this associated with a specific class?

Additional Comments  
Please enter a comment.

Cancel Submit

Dropdown menu options:  
Academic Referral (Pittsburgh Campus)  
Bradford Campus Academic Referral  
Career Center Referral (PGH Campus)  
Career Center Referral (JPG)  
Career Center Referral (JPJ)  
Financial Aid Referral  
Financial Wellness Referral

- If the academic concern is for a specific class, you can associate the referral with your course.
- Add comments in the "Additional Comments" box to provide contextual information.
- Click the blue "Submit" button.