How Advisors Can Make a Referral for a Student

Referrals should be used for non-emergency situation only. For more information about referrals, click here.

1. From the student's page, click Issue an Referral on the right side of the screen

I want to... Message Student Add a Note on this Student Report on Appointment Create Request for Appointment Schedule an Appointment Add to Student List Issue a Referral

Current Referrals 0

- Click the "Please select a reason" drop down and select the referral you would like to make.
- Add comments in the "Additional Comments" box to provide contextual information.
- Click the blue "Submit" button.

Student Matthew Smith	
Please select a reason	1
Is this associated with a specific class?	Academic Advisor Career Center Referral (PGH Campus)
Additional Comments	Career Center Referral (UPG)
Please enter a comment.	Career Center Referral (UPJ) Financial Aid Referral Global Experiences/Study Abroad Referral Greensburg Campus Student Referral