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

2. Click the “Please select a reason” drop down and select the referral you would like to make.

3. Add comments in the “Additional Comments” box to provide contextual information.

4. Click the blue “Submit” button.