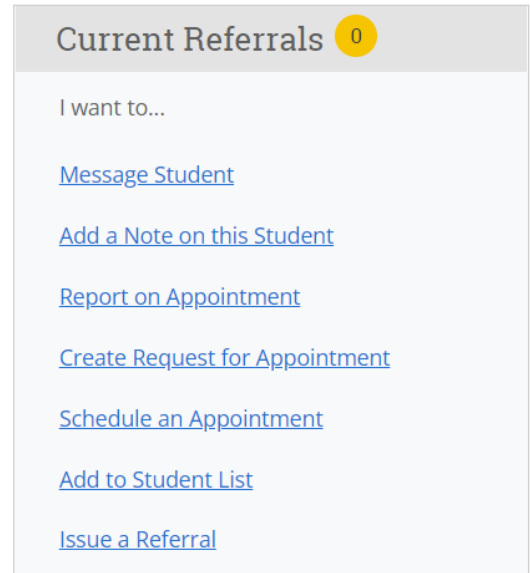


How Advisors Can Make a Referral for a Student

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.

