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. Your “Professor Home” page will display the courses you are teaching in the current term and the students enrolled in those courses.

![Professor Home](image1)

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

![Students In My Courses](image2)
4. This brings you to the student’s home. On the righthand side, click on the hyperlink to “Issue a Referral”.

5. Click the “Please select a reason” drop down and select the referral you would like to make. In most cases, it will be “Academic Advisor”.

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

7. Click the blue “Submit” button.