

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

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	Smith, Matthew	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	Smith, Matthew	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



Current Referrals 0

I want to...

- [Message Student](#)
- [Issue a Referral](#)



- 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".
- Add comments in the "Additional Comments" box to provide contextual information.
- Click the blue "Submit" button.

ISSUE REFERRAL [X]

Student: Matthew Smith

Please select a reason:

Is this associated with a specific class?

Additional Comments:

Cancel

