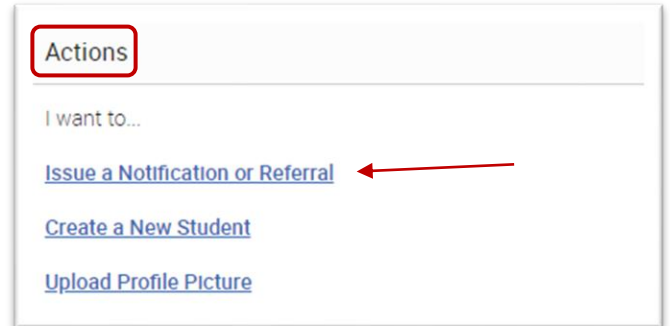


# Navigate360: Issue a Notification or Referral from Staff/Professor Profile

Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.

## 1. Issue a notification or referral

- From the *Staff* or *Professor Home*, in the *Actions* box on the right side of the profile page, click *Issue a Notification or Referral*
- Click inside the *Student* box and type the student's *Name* or *E#* of the student receiving the referral
- Click inside the *Please select a reason* box, select the reason for the notification/referral  
If desired, click inside the *Please select a reason* drop-down box again to select additional notification/referral reasons. As many notification/referral reasons as are applicable may be selected
- If this referral/notification is specific to one of the courses the student is enrolled in, select that course from the *Is this associated with a specific class?* drop-down menu
- In the *Additional Comments* text box, type details about why the referral is being made and any additional information that may be helpful to the referral site or academic advisor
- Click *Submit*



A screenshot of the 'ISSUE A NOTIFICATION OR REFERRAL' form. The form has a title bar with 'ISSUE A NOTIFICATION OR REFERRAL' and a close button. The 'Student' field contains 'E00000000' and is highlighted with a red box. A dropdown menu is open below the field, showing 'Bucky Buc (they/them) (\*0000) (student)'. The 'Please select a reason' field is empty, and the 'Is this associated with a specific class?' dropdown is set to 'Optional'. The 'Additional Comments' field is empty. At the bottom right, there are 'Cancel' and 'Submit' buttons.


A screenshot of the 'ISSUE A NOTIFICATION OR REFERRAL' form. The form has a title bar with 'ISSUE A NOTIFICATION OR REFERRAL' and a close button. The 'Student' field is populated with 'Bucky Buc (they/them)' and is highlighted with a red box. The 'Please select a reason' field is empty, and the 'Is this associated with a specific class?' dropdown is set to 'Optional'. The 'Additional Comments' field is empty. At the bottom right, there are 'Cancel' and 'Submit' buttons.

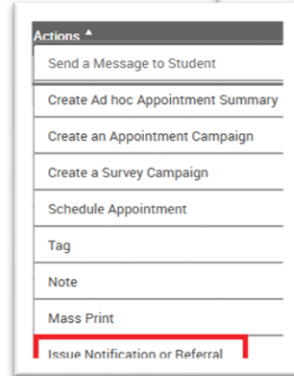
Continue to next page...

# Navigate360: Issue a Notification or Referral from Staff/Professor Profile

Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.

## 2. Submit a Notification or Referral in Mass

- From the *Staff* or *Professor Home*, click on the Advanced Search icon to the left 
- In the *Keywords* box, search for a list of students you wish to submit a *Notification or Referral* for by *E#, or*
- Under the Course Data drawer, select the given term and your Course the student is enrolled in. After selecting a Course, additional fields will populate:
  - **Section:** Select the *Section number*
  - **Status:** Select *Registered*
- Click *Search*
- From the list generated, find your list of students you wish to submit a *Notification or Referral* for and *check the box beside their name*
- Click *Actions*
- Click *Issue a Notification or Referral*
- Fill in the *Notification or Referral Reasoning* and provide *Comments* as to why you're submitting an alert
- Click *Submit*



### ISSUE NOTIFICATION OR REFERRAL

Issuing Notification or Referrals for 3 Students. [\(Show all\)](#)

Please select a reason

Additional Comments

Cancel

Continue to next page...

## Navigate360: Issue a Notification or Referral from Staff/Professor Profile

*Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.*

### 3. Making comments best practices

- Be informative and detailed, yet succinct
  - **NOTE:** Care Units are making 'cold calls' and any/all additional info is helpful. Anyone with the Advisor Standard role can read initial comments made when a referral is made to the CFAA, Career Services, or Military Affiliated/Veterans Affairs.
- Include key fact-based details shared by the student or which you observed, commenting "student indicated that" rather than making assumptions. Omit opinions, guesses, judgements, or feelings.
- Note any action you have already taken in supporting the student need (advice, recommendations, etc.)
- Write comments as if the student, parents, or the general public will read them.
  - **NOTE:** Case comments are not visible to the student, but still are a part of the student's educational record.
- Omit personal or sensitive content at all times. When making comments for a Dean of Students referral ('Non-Academic Help Needed'), the following are acceptable:
  - Health, mental health, disability, legal, relationship, family related
  - + Food assistance, housing concerns, childcare, emergency funding