How to Issue a Referral for a Student

1. Log into Navigate [https://uhcl.campus.eab.com/](https://uhcl.campus.eab.com/)

   UNIVERSITY OF HOUSTON-CLEAR LAKE

   NAVIGATE

   Staff Home

   Assigned Students

   List type: Assigned Students
   Term: Fall 2023 (Default Term)
   Relationship Type: All Relationship Types

   Actions

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID</th>
<th>STUDENT</th>
<th>CUMULATIVE GPA</th>
<th>PREDICTED SUPPORT LEVEL</th>
<th>CATEGORY</th>
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2. Click "Issue an Alert" at the top right of your home screen.

3. Enter the student's name or 7-digit ID under the "Student" field.
4 Select a referral from the list under "Please select a reason"

5 For this example, I will select "Tutoring" to refer the student to the Student Success Center. If your referral is associated with a specific class that the student is enrolled in, you can select the course under the drop down options. Since Joe Test is a fake student and not enrolled in any courses, we cannot see courses under this example.
In "Additional Comments" please include information for the staff member on the receiving end to be able to help the student most effectively.

Below you will find the details for each Alert Reason chosen and what action(s) will be taken.

Tutoring (Referral):
- An email will be sent to the user to which the Case is assigned.

Click "Submit"