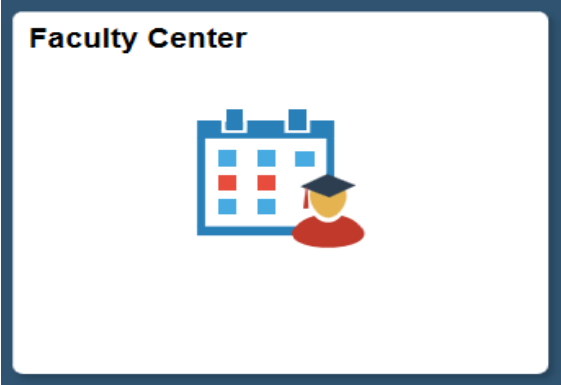
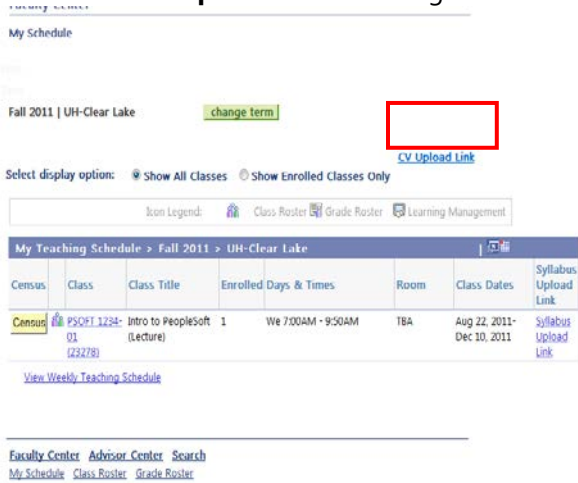



Submitting an Academic Success Referral (ASR)

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Faculty Center tile 
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically. Click on the CV Upload link on the right side of the page. 
4.	Click the Class Roster icon next to the class number. 

5. Upon clicking the **Class Roster** icon, the roster will show and you will see the **ASR** button next to the student name on the roster. Click on the button.

PSOFT 1234 - 01 (23278) [change class](#)

Intro to PeopleSoft (Lecture)

Days and Times	Room	Instructor	Dates
We 7:00AM-9:50AM	TBA	Joe Test	08/22/2011 - 12/10/2011

*Enrollment Status: Enrolled

Enrollment Capacity: 20 Enrolled 1

Select display option: Link to Photos Include photos in list

ASR	Notif	Photo	ID	Name	Grade Basis	Units	Program and Plan
1 ASR			0003!				School of Business UG - General Business BS

6. You will be taken to a new page. You will need to fill in the required fields prior to saving the form. Click on **Submit**. Upon submitting, an email is sent to the Student Success Center for follow up and to notify them of the referral.

Academic Support Referral

This notice captures unacceptable student performance. Thank you for informing us!

Institution: 00759 UH-Clear Lake
Term: 1850 Fall 2011

Student Information

EmpID: 0003569 Test,Joe Richard
Career: UGRD **Primary Prog:** School of Business UG
Acad Plan: General Business BS

Course Information

Course: PSOFT 1234
Title: Intro to PeopleSoft
Class Nbr: 23278 **Session:** 1
Class Section: 01 **Component:** LEC

Instructor Information

Instructor: 0003569 Test,Joe Richard
Email: pssoftmail@uhcl.edu
Phone: 281/283-2484


*Academic Difficulty:

*Have you discussed your concerns with the student?

If yes, comment:

*With appropriate changes in the students behavior, can the student still earn a grade of 'C' or better?

Current Grade:

7. Click on  or  to return to the Home Page.