

How to Issue a Referral for a Student

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UNIVERSITY OF HOUSTON-CLEAR LAKE

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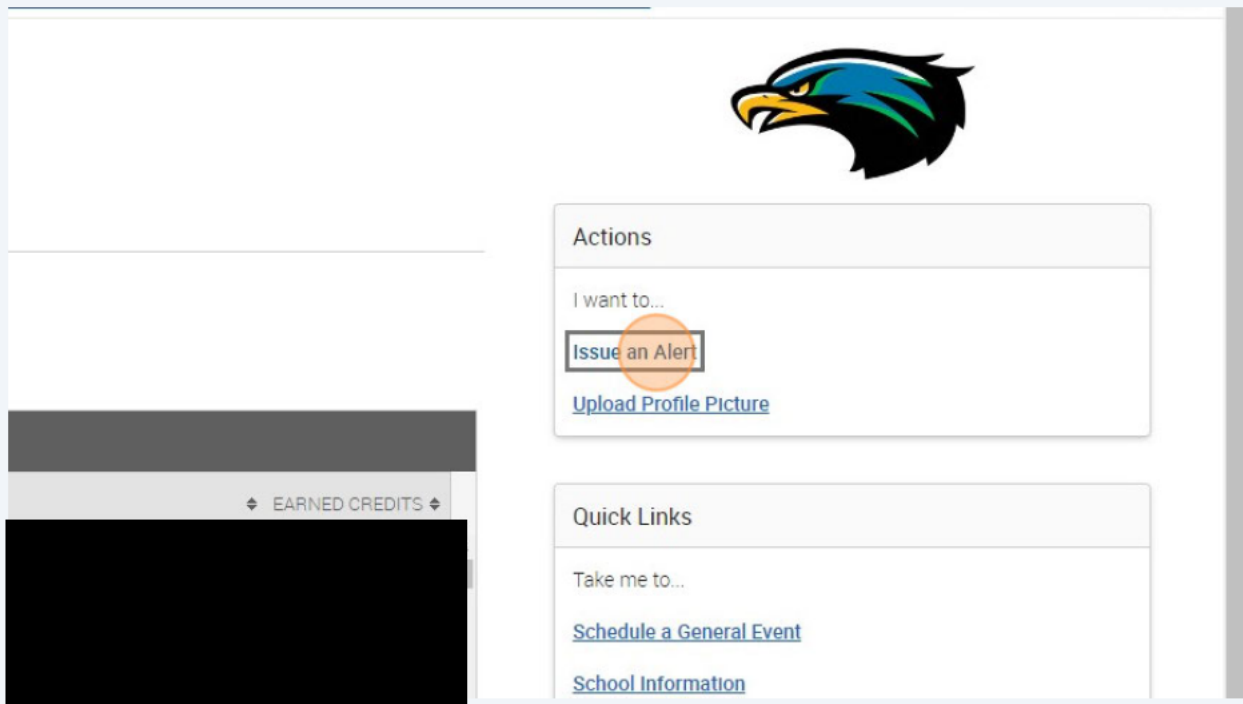
Assigned Students

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

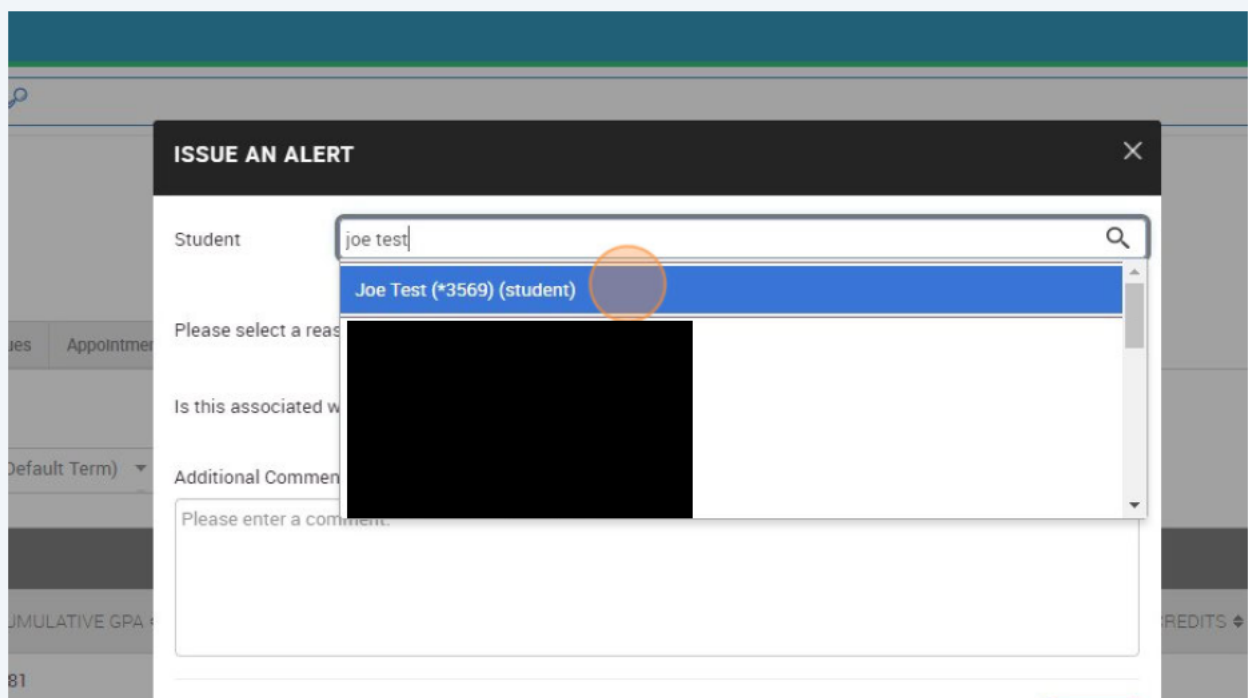
Actions

	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORI
1.						

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"

The screenshot shows a web application window titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The form contains the following fields:

- Student:** Joe Test (with a close button X)
- Please select a reason:** A dropdown menu is open, showing a list of referral options. "Academic Coaching (Referral)" is highlighted in blue. Other options include "Academic/Scholarly Sources Help (Library Referral)", "Citation & Plagiarism Help (Library Referral)", "Dissertation Formatting Support (Library Referral-Grad ONLY)", "Help with Assignment/Research Paper (Library Referral)", "Internship Referral", and "Peer Mentoring (Referral)".
- Is this associated with a specific class?:** A dropdown menu with "Optional" selected.
- Additional Comments:** A text input field with the placeholder "Please enter a comment."

At the bottom right of the form, there are "Cancel" and "Submit" buttons.

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.

The screenshot shows the "ISSUE AN ALERT" form with the following updates:

- Please select a reason:** The dropdown menu is now closed, and "x Tutoring (Referral)" is displayed in the input field.
- Is this associated with a specific class?:** The dropdown menu is open, showing "Optional" as the selected option.
- Additional Comments:** The text input field is empty.

Below the form, there is a section titled "Below you will find the details for each Alert Reason chosen and what action(s) will be taken." followed by the text "Tutoring (Referral):".

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In "Additional Comments" please include information for the staff member on the receiving end to be able to help the student most effectively

Student Joe Test

Please select a reason: x Tutoring (Referral)

Is this associated with a specific class? Optional

Additional Comments

Joe has shared concerns with mastering the topics in his Accounting 101 class and needs tutoring

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

7

Click "Submit"

ert Reason chosen and what action(s) will be taken.

which the Case is assigned
sent to the assigned case owner
sent when case is closed
d to a staff

Cancel Submit

term: 2090,Admit Term: 2160,FTIC,Good Standing,Senior 105

term: 2030,First Generation in College,FTIC,Good 140

209 total results

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11:30am CT **Phone Number**
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