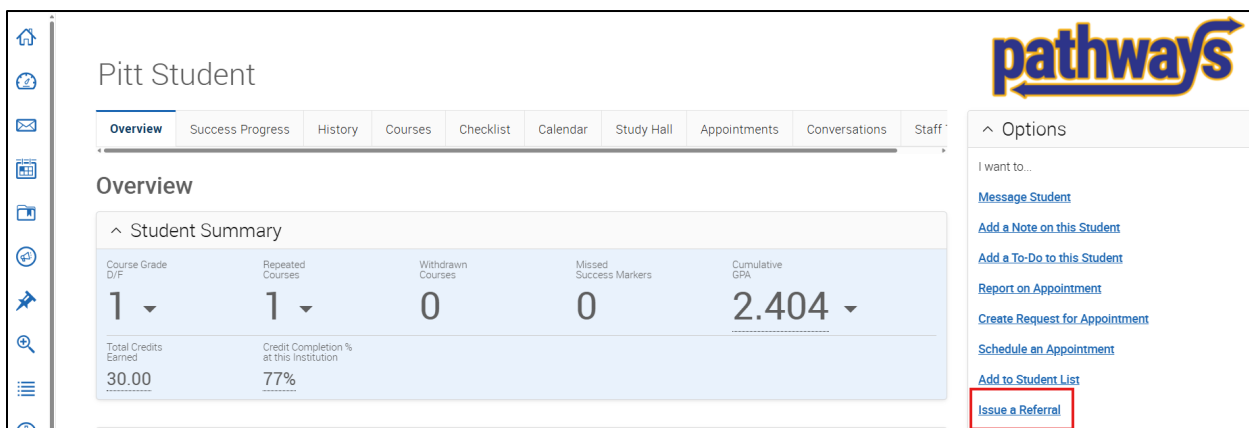


How Advisors Can Make a Referral for a Student

Referrals should be used for non-emergency situation only. For more information about referrals, [click here](#).

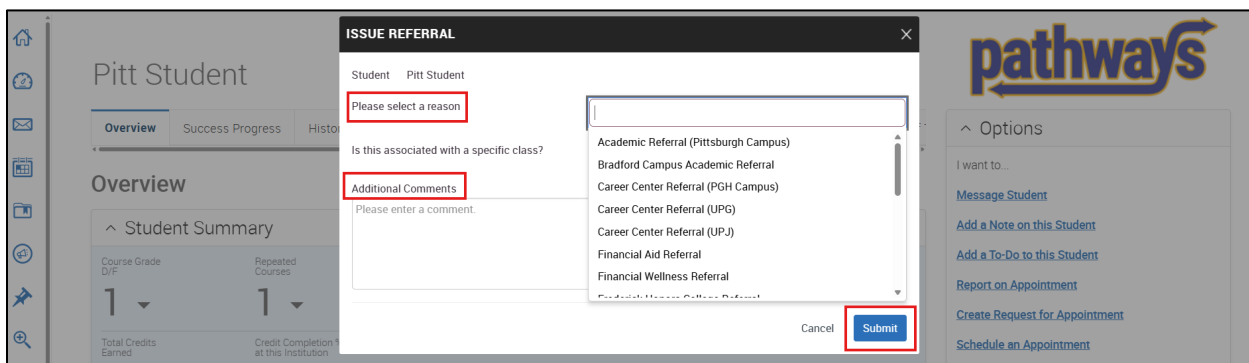
From the student's page, click **Issue a Referral** on the right side of the screen in the Options container.



The screenshot shows the 'Pitt Student' overview page. The 'Options' menu on the right is expanded, displaying a list of actions. The 'Issue a Referral' option is highlighted with a red box.

Student Summary				
Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
1	1	0	0	2.404
Total Credits Earned	Credit Completion % at this Institution			
30.00	77%			

In the Referrals Window that pops up, use the drop-down menu to select a **Referral Reason**. Next, add appropriate **comments** that will be helpful for the office receiving the referral. When you are finished, click the blue **Submit** button.



The screenshot shows the 'ISSUE REFERRAL' window. The 'Please select a reason' dropdown menu is open, showing a list of referral reasons. The 'Additional Comments' text area is visible below the dropdown. The 'Submit' button is highlighted with a red box.

Student: Pitt Student

Please select a reason

Is this associated with a specific class?

Additional Comments

Please enter a comment.

Academic Referral (Pittsburgh Campus)
Bradford Campus Academic Referral
Career Center Referral (PGH Campus)
Career Center Referral (UPG)
Career Center Referral (UPJ)
Financial Aid Referral
Financial Wellness Referral

Cancel Submit