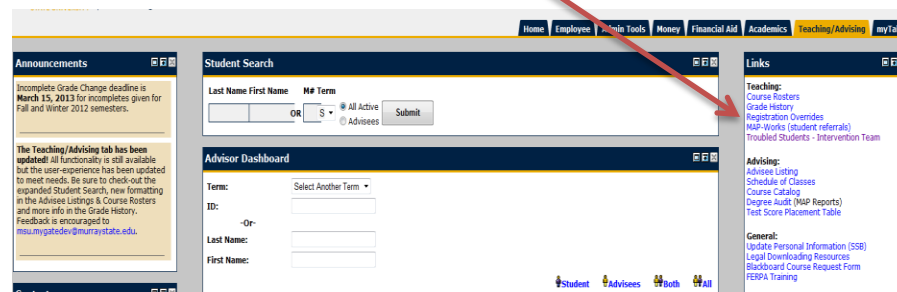


Making Referrals (Retention Alerts) in MAP-Works: Instructions for faculty who are not academic advisors

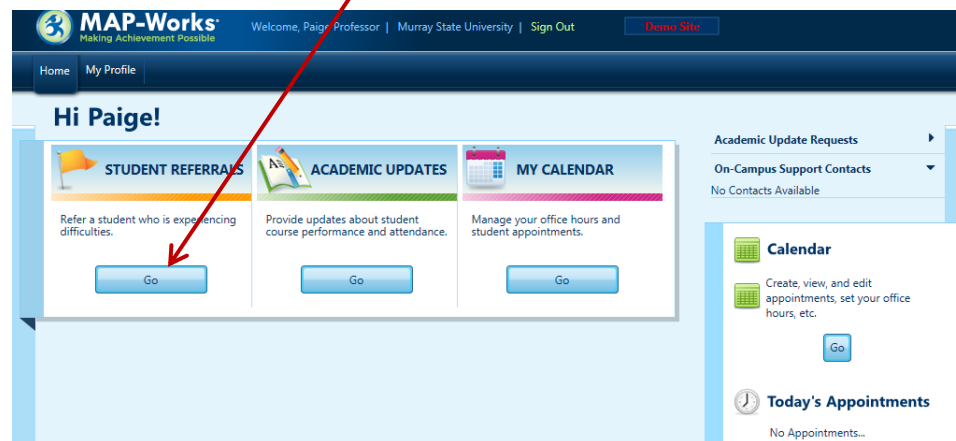
Step 1: Click on your MyGate **Teaching/Advising** tab



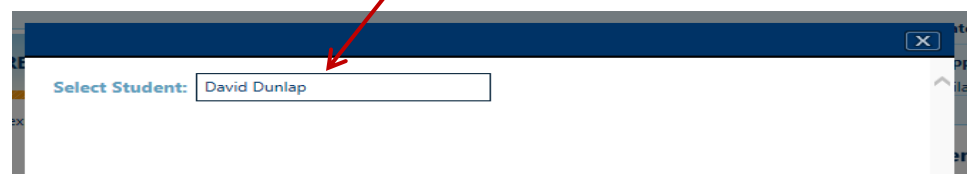
Step 2: Click on the **MAP-Works** link



Step 3: From your MAP-Works home page,
click on **Student Referrals**



Step 4: Enter the **student's name**.



Step 5: Enter a brief description of the student’s problem. Select a Category and to whom the referral should be assigned* from the drop down boxes.

David Dunlap

Referral

David is sleeping through class on the days he attends. He has missed four classes this semester already.

Primary Category: Class attendance (i.e., missing class)

Assign to: Your campus' Central Referral Coordinator

yes no Issue discussed with student

yes no Student indicated to you an intent to leave

yes no Referral Issuer may be revealed to student

yes no High Priority Concern

Sharing:

Select Yes or No for each item, click Public and then click Save, which sends the referral to the Retention Office.**

*On the “Assign To” drop down box, selecting “**Central Referral Coordinator**” will send the referral to the Retention Office. The Retention Office will then direct the referral to another service area (e.g., Student Support Services) if appropriate. *Do not select yourself from the drop down box!*

**Clicking “Public” will allow those faculty and staff who are connected to the student to see your referral. Select “Private” only if the concern is highly personal and confidential (such as a mental health issue). Selecting “Private” means that only the person to whom you sent the referral can see the referral.