

FACULTY REFERRAL GUIDE

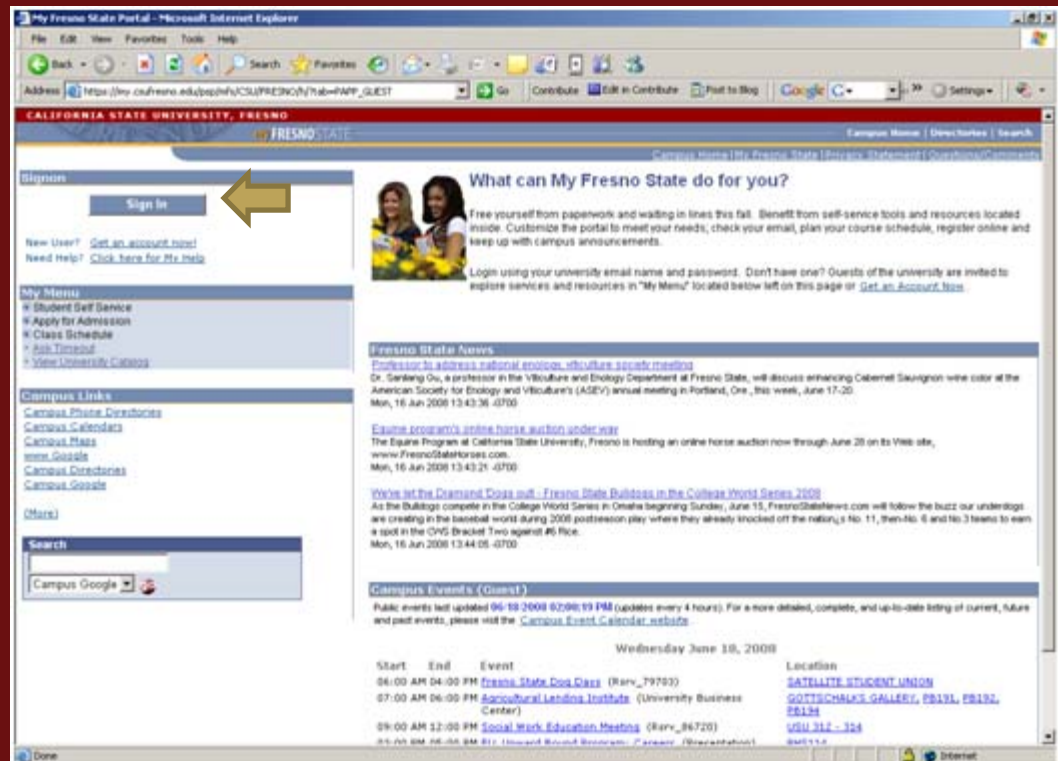
How to refer students to SupportNet
using the Online Referral System



The most effective way to refer a student is to go to:

www.my.csufresno.edu

Click on "Sign In"



Enter the PeopleSoft ID
and Password

Click on “Login”

[Back to Homepage](#) | [Login problems, need help?](#)

Login

California State University, Fresno - Central Authentication Service
Pilot Sites: Blackboard | My.CSUFresno.EDU

Fresno State

E-Mail ID: (without entering @csufresno.edu)

Password:

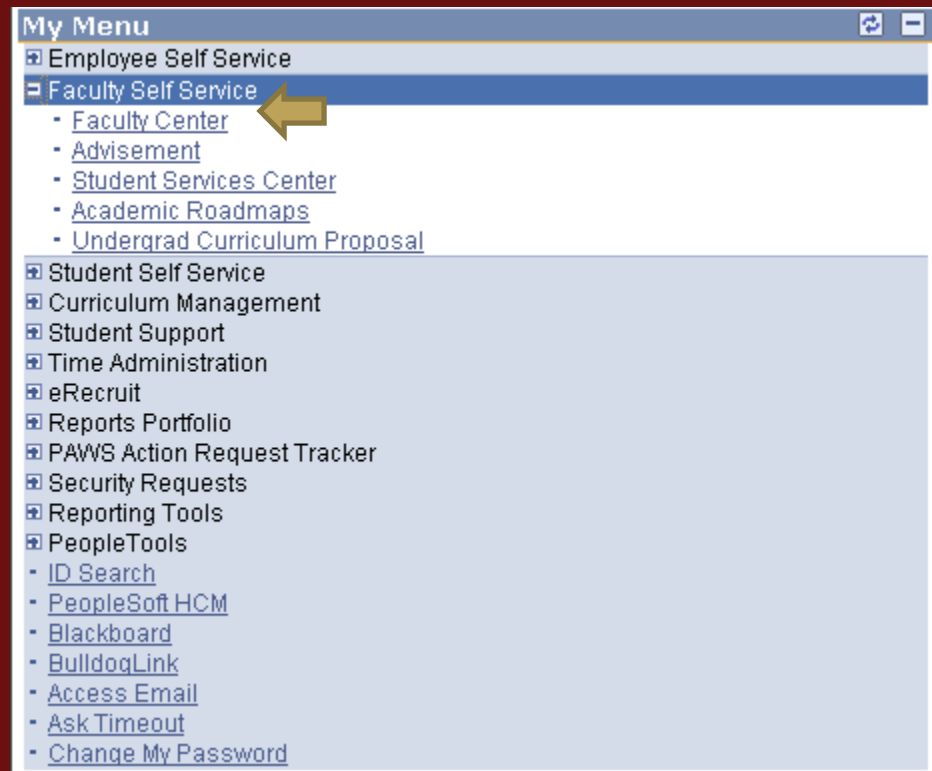
Warn me before logging me in to other sites.

Login

For security reasons, quit your web browser when you are done accessing services that require authentication!

[Contact FS-CAS Support](#)
[Question on Peoplesoft Portal | Blackboard and LMS](#)

Under the “Faculty Self Service” option, select “Faculty Center”



Next to the appropriate course, click on the Class Roster icon to access the Class Roster.

Spring 2007 | California State Univ Fresno [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

 Class Roster  Grade Roster

My Teaching Schedule > Spring 2007 > California State Univ Fresno

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	UNIV 20-03 LEC 35966	Acad Learn Strat (Lecture)	21	TuTh 11:00AM - 12:15PM	Social Science Bldg Room 205B	Jan 17, 2007- May 17, 2007

[Faculty Center](#) [Class Search](#)

Once the Class Roster is accessed, click “SupportNet Referral” to refer a student.

Faculty Center

Class Roster [View FERPA Statement](#)

35966 - UNIV 20 - Acad Learn Strat

Class Roster Information

Course	UNIV 20	Institution	California State Univ Fresno
Title	Acad Learn Strat	Term	Spring 2007
Class Number	35966	Session	Regular Academic Session
Class Section	03	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Giuffrida,Tosha A
Time	11:00AM 12:15PM		
Room	Social Science Bldg Room 205B		

[Permission Numbers](#)

*Enrollment Status: [change](#)

Total Students 21 Enrollment Capacity 29 [SupportNet Referral](#)

Enrolled Students [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-21 of 21 | [Last](#)

	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level
1	<input type="checkbox"/>	104234087	[REDACTED]	3.00	Undergraduate Degree Seeking - Crim-Victimology	Sophomore
2	<input type="checkbox"/>	103677493	[REDACTED]	3.00	Undergraduate Degree Seeking - M Comm & Journ-Broadcast Journ	Sophomore
3	<input type="checkbox"/>	104074643	[REDACTED]	3.00	Undergraduate Degree Seeking - Crim-Law Enforcement	Sophomore
4	<input type="checkbox"/>	103201094	[REDACTED]	3.00	Undergraduate Degree Seeking - Crim-Victimology	Junior
5	<input type="checkbox"/>	103847910	[REDACTED]	3.00	Undergraduate Degree Seeking - Crim-Victimology	Freshman
6	<input type="checkbox"/>	104198428	[REDACTED]	3.00	Undergrad Extension Non-Degr -	Freshman



Locate the appropriate student and click “Create”, under the Evaluation column.

SupportNet Cls Rstr

SupportNet Class Roster Evaluations

UNIV 20 Acad Learn Strat Fall 2006

Class Number: 74355 Days: Tues Thurs Time: 11:00AM12:15PM Facility: AGM101

Enrolled: 28 Enrl Capacity: 30

Name	Student ID	Evaluation
	105045239	Create
	104008603	Create
	104235465	Create
	103499861	Create
	104344743	Create
	103745171	Create
	102482857	Create
	104248543	Create
	103674542	Create
	104411459	Create
	103208504	Create
	104808483	Create
	105000233	Create
	104200339	Create
	103274727	Create
	103265536	Create
	101699529	Create
	103313129	Create
	103234583	Create
	103885857	Create
	103868944	Create
	103931643	Create
	104303390	Create
	103942563	Create
	103984501	Create
	104818519	Create
	103625090	Create
	103579252	Create

Indicate the reason(s) for generating a referral and include suggested action(s).

At the bottom, click "OK" to submit the referral.

Student: EmpID: 105045239 *Status: **OPEN**

Term: Fall 2006 Open

Class Nbr: 74355 UNIV 20 Acad Learn Strat Email Student: CIS_CIS_imgonnasmackyou@csu

Instructor: Giuffrida, Tosha A Datetime:

Please indicate the reason(s) for your referral of the student indicated above by checking all the boxes below that apply. Check "Other" to write in reasons that don't appear in the lists.

Attendance		
<input type="checkbox"/> Consistently Late	<input type="checkbox"/> Consistently Leaves Early	<input type="checkbox"/> Attending Not Making Progress
<input type="checkbox"/> Consistently Absent	<input type="checkbox"/> Has Never Attended Class	<input type="checkbox"/> Was Dropped For Non-Attendance
<input type="checkbox"/> Other <input type="text"/>		

Assignments		
<input type="checkbox"/> Poor Quality	<input type="checkbox"/> Not Complete When Submitted	<input type="checkbox"/> Missed
<input type="checkbox"/> Not Turned In On Time	<input type="checkbox"/> Needs Make Up Assignment(s)	
<input type="checkbox"/> Other <input type="text"/>		

Tests		
<input type="checkbox"/> Missed	<input type="checkbox"/> Poor grades	<input type="checkbox"/> Incomplete/Unfinished
<input type="checkbox"/> Needs Makeup Exam(s)		
<input type="checkbox"/> Other <input type="text"/>		

Showing Difficulty With		
<input type="checkbox"/> Math	<input type="checkbox"/> Study Skills	<input type="checkbox"/> Time Management
<input type="checkbox"/> English	<input type="checkbox"/> Public Speaking	

Suggested Actions
<input type="checkbox"/> FYI ONLY: Please take no action at this time. I am working with the student.
<input type="checkbox"/> I have contacted the student about the issue(s) identified here, but would like your help as well.

Once a referral has been submitted, an email notification is automatically sent to:

- Referring instructor (as a confirmation)
- Student ([click here](#) see copy of email)
- SupportNet


SupportNet Cls Rstr

SupportNet Class Roster Evaluations

UNIV 20 Acad Learn Strat Spring 2007

Class Number: 35966 Days: Tues Thurs Time: 11:00AM12:15PM Facility: SS205B

Enrolled: 21 Enrl Capacity: 29

Name	Student ID	Evaluation	SupportNet	Referral
	104234087	Opened		
	103677493	Opened	Updated 08/21/08 2:46 PM	Updated 08/21/08 2:47 PM
	104074643	Opened		
	103201094	Opened	Updated 08/25/08 11:58 AM	Updated 08/25/08 11:59 AM
<div style="border: 1px solid gray; padding: 5px;"> <p>Microsoft Internet Explorer</p> <p> Email notification was sent to Instructor Tosha Guffrida, Student , Advisor Tosha Guffrida (0,0)</p> <p style="text-align: center;">OK</p> </div>				
	104729469	Closed 09/05/08 3:1 PM	Updated 09/05/08 2:54 PM	Updated 09/05/08 3:1 PM
	102935608	Opened		
	104265742	Opened	Updated 09/04/08 1:11 PM	
	104205045	Create		
	103408692	Create		
	104402281	Create		
	102937246	Create		
	104449029	Opened	Updated 08/28/08 11:21 AM	Updated 08/28/08 11:24 AM
	104201457	Create		
	104269369	Opened		

SupportNet Class Roster records the date and time of the student referral.

SupportNet Cls Rstr

SupportNet Class Roster Evaluations

UNIV 20 Acad Learn Strat Fall 2006

Class Number: 74355 Days: Tues Thurs Time: 11:00AM12:15PM Facility: AGM101

Enrolled: 28 Enrl Capacity: 30

Name	Student ID	Evaluation
	105045239	Re-Opened 09/08/08 12:37 PM
	104008603	Create
	104235465	Create
	103499861	Create
	104344743	Create
	103745171	Create
	102482857	Create
	104248543	Create
	103674542	Create
	104411459	Create
	103208504	Create
	104808483	Create
	105000233	Create
	104200339	Create
	103274727	Create
	103265536	Create
	101699529	Create
	103313129	Create
	103234583	Create
	103885857	Create
	103868944	Create
	103931643	Create
	104303390	Create
	103942563	Create
	103984501	Create
	104818519	Create

IMPORTANT ACADEMIC INFORMATION!

Dear **Sally Student**,

Your instructor, **Freddie Faculty**, is concerned about your academic progress in **University 123**. You have been referred to SupportNet because you are not meeting the expectations of the course and would benefit from the information and resources available at California State University, Fresno.

HOW WE CAN HELP YOU!

Students who utilize our services often have a higher GPA than those who do not. It's never too late! [Contact us](#) today to schedule an appointment with a SupportNet Adviser. We will work with you to develop a *Student Success Plan* that will assist with your academic progress. You can also take advantage of these additional services within the [Learning Center](#) at **no charge**:

- Tutoring
- Academic counseling
- Time management and study scheduling
- Learning style assessment
- Test-taking skills
- Note-taking skills

An Outreach Assistant will be contacting you within a few days to make arrangements to meet with a SupportNet Adviser, or you can contact us directly at (559) 278.8370 or supportnet@csufresno.edu.

ONLINE REFERRAL SYSTEM

Once SupportNet has met with the student another column will be added to the SupportNet Class Roster, indicating the date and time the student's referral was updated.



Name	Student ID	Evaluation	SupportNet
	104234087	Opened	
	103677493	Opened	Updated 08/21/08 2:46 PM
	104074643	Opened	
	103201094	Opened	Updated 08/25/08 11:58 AM
	103847910	Create	
	104198428	Create	
	104366674	Opened	Updated 08/28/08 2:29 PM
	104330261	Create	
	102804373	Create	
	102838797	Create	
	103426021	Opened	
	104729469	Closed 09/05/08 3:1 PM	Updated 09/05/08 2:54 PM
	102935608	Opened	
	104265742	Opened	Updated 09/04/08 1:11 PM
	104205045	Create	
	103408692	Create	
	104402281	Create	
	102937246	Create	
	104449029	Opened	Updated 08/28/08 11:21 AM
	104201457	Create	
	104269369	Opened	

SUPPORTNET TIMELINE FOR REFERRALS



ONLINE REFERRAL SYSTEM

If SupportNet referred the student to another campus resource, then the status information regarding that referral will be added in an additional column titled "Referral".



Name	Student ID	Evaluation	SupportNet	Referral
	104234087	Opened		
	103677493	Closed	Updated 09/10/08 11:5 AM	Updated 08/21/08 2:47 PM
	104074643	Opened		
	103201094	Closed	Updated 09/10/08 11:5 AM	Updated 08/25/08 11:59 AM
	103847910	Create		
	104198428	Create		
	104366674	Opened	Updated 08/28/08 2:29 PM	
	104330261	Create		
	102804373	Create		
	102838797	Create		
	103426021	Opened		
	104729469	Closed 09/05/08 3:1 PM	Updated 09/05/08 2:54 PM	Updated 09/05/08 3:1 PM
	102935608	Opened		
	104265742	Opened	Updated 09/04/08 1:11 PM	
	104205045	Create		
	103408692	Create		
	104402281	Create		
	102937246	Create		
	104449029	Closed	Updated 09/10/08 11:9 AM	Updated 08/28/08 11:24 AM
	104201457	Opened 09/10/08 10:45 AM		
	104269369	Opened		

Thank you for submitting your referral to SupportNet using the Online Referral System and for doing your part in

“Making a difference, one student at a time!”