

FACULTY REFERRAL GUIDE

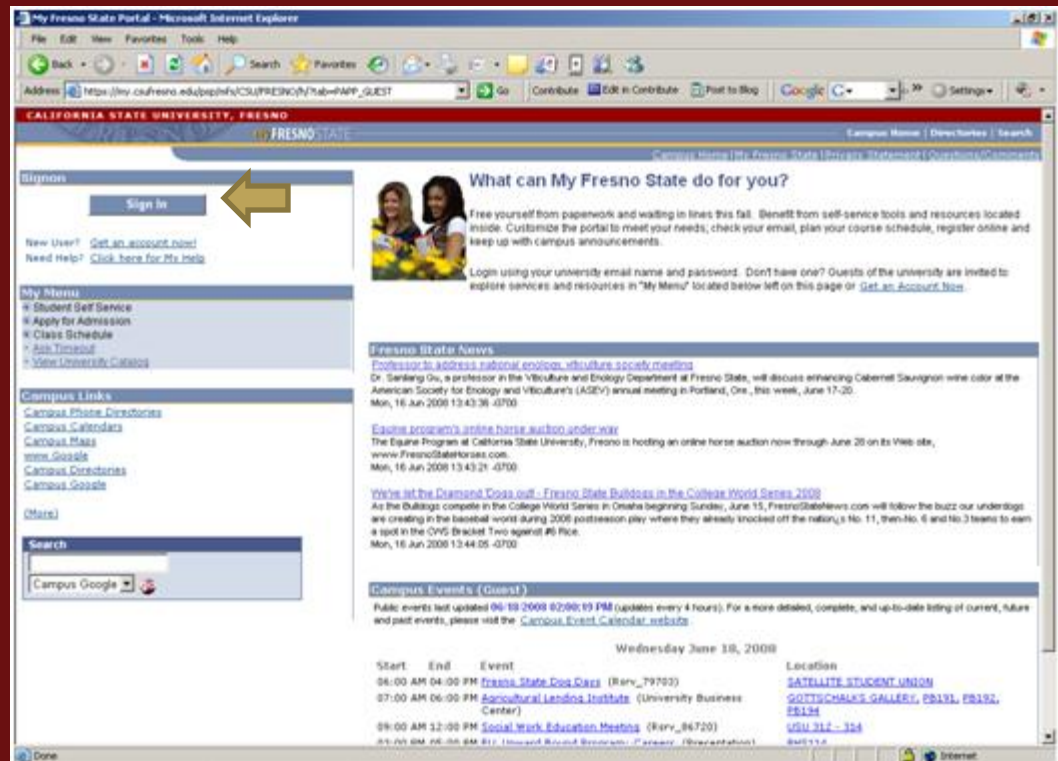
How to refer students to SupportNet
using the Online Referral System



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)

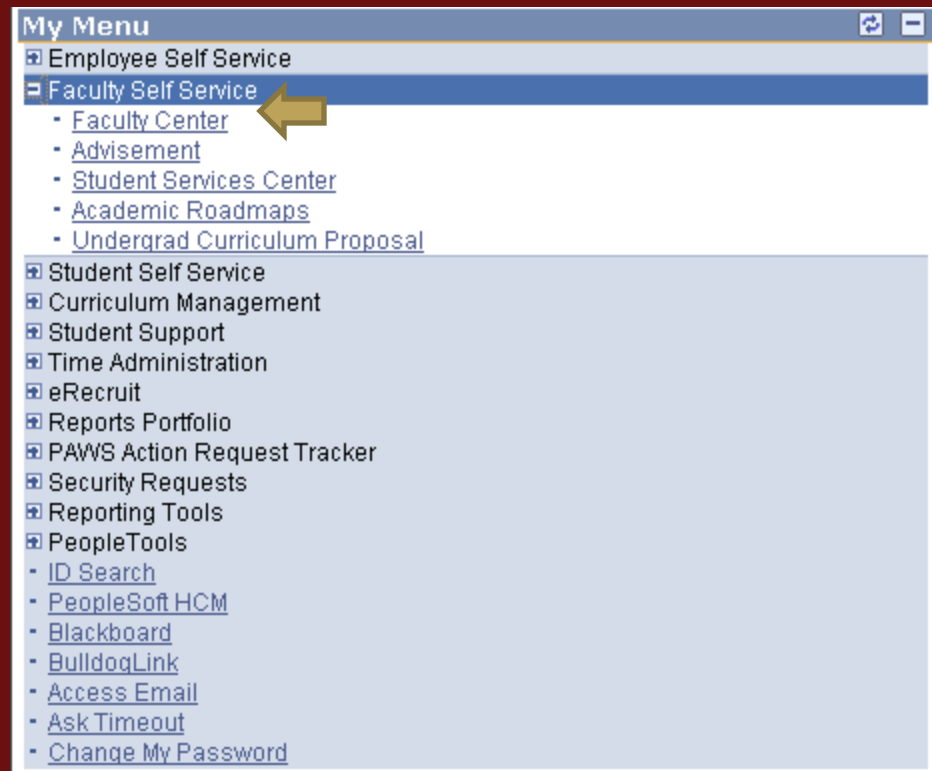
Password:

Want me before logging me in to other sites.

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 *single* student. For instructions on referring multiple students for the same reason see [page 8](#).

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:

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 | Abundiz,Maribel | 3.00 | Undergraduate Degree Seeking - Crim-Victimology | Sophomore |
| 2 | <input type="checkbox"/> | 103677493 | Castillo,Lydia Maria | 3.00 | Undergraduate Degree Seeking - M Comm & Journ-Broadcast Journ | Sophomore |
| 3 | <input type="checkbox"/> | 104074643 | Douglas,Ryan Scott | 3.00 | Undergraduate Degree Seeking - Crim-Law Enforcement | Sophomore |
| 4 | <input type="checkbox"/> | 103201094 | Gonzalez,Angela | 3.00 | Undergraduate Degree Seeking - Crim-Victimology | Junior |
| 5 | <input type="checkbox"/> | 103847910 | Gutierrez,Nancy O. | 3.00 | Undergraduate Degree Seeking - Crim-Victimology | Freshman |
| 6 | <input type="checkbox"/> | 104198428 | Hawkins,Remington Wayne | 3.00 | Undergrad Extension Non-Degr - | Freshman |



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

SupportNet CIs 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 |
|-------------------------------|------------|------------------------|
| Carcavallo,Francesca Cristina | 105045239 | Create |
| Castillo,Nicolas Romeo | 104008603 | Create |
| Chang,Zoua | 104235465 | Create |
| Charzuk,Kirsten Karen | 103499861 | Create |
| Cisneros,Marily | 104344743 | Create |
| Coronado,Anthony A | 103745171 | Create |
| Enriquez,Rene Florentino | 102482857 | Create |
| Feaster,Kevin Tyrone | 104248543 | Create |
| Frattaroli,Dominic Michael | 103674542 | Create |
| Freeman,Demarcus Lynn | 104411459 | Create |
| Garcia,Daisy E | 103208504 | Create |
| Jhutti,Rachhpal Kaur | 104808483 | Create |
| Johnston,Scott William | 105000233 | Create |
| Lee,Mai Nhous | 104200339 | Create |
| Lee,Pahous | 103274727 | Create |
| Lor,Yuechane Vang | 103265536 | Create |
| Manjarrez,Yazmin Gabriela | 101699529 | Create |
| Medina,Juan P | 103313129 | Create |
| Olivera,Sarah J | 103234583 | Create |
| Oupathame,Kanha Lucy | 103885857 | Create |
| Pang,Briana | 103868944 | Create |
| Park,Gege | 103931643 | Create |
| Perez MS,Pamela Diane | 104303390 | Create |
| Quiroz,Eileen Maxine | 103942563 | Create |
| Rodriguez,Sulamit | 103984501 | Create |
| Sanchez,Mayra Gabriela | 104818519 | Create |
| Singh,Amita Dhillon | 103625090 | Create |
| Yang,Baonhia | 103579252 | Create |



1. Click to expand the Batch Referral section and select the reasons that apply to all in the batch referral.

SupprtNet Cls Rstr

SupportNet Class Roster Evaluations

MATH 4R Intermed Alg Spring 2010

Class Number: 35357 Days: Mon Wed Fri Time: 11:00AM11:50AM Facility: MCL121

Enrolled: 175 Enrl Capacity: 244

Click for Batch Referral Steps

1. Check the reasons. 2. Select the students below. 3. Click the Create Batch Referral Button. [Create Batch Referral](#)

Attendance

Consistently Late Consistently Leaves Early Attending Not Making Progress
 Consistently Absent Has Never Attended Class Was Dropped For Non-Attendance

Assignments

Poor Quality Not Complete When Submitted Missed Not Turned In On Time Needs Make Up Assignment(s)

Tests

Missed Poor grades Incomplete/Unfinished Needs Makeup Exam(s)

Showing Difficulty With

Math Study Skills Time Management English Public Speaking

2. Select all the students included in the batch referral.

| | | | | |
|-------------------------------------|-----------------------------|-----------|------------------------|--|
| <input checked="" type="checkbox"/> | Caltrider, Daniel B | 106092733 | Create | |
| <input checked="" type="checkbox"/> | Cha, Julie | 106191962 | Create | |
| <input checked="" type="checkbox"/> | Chapparro, Marsiella Alyssa | 106218625 | Create | |
| <input checked="" type="checkbox"/> | Chavez, Lyndsey Nicole | 106130732 | Create | |
| <input type="checkbox"/> | Clifton, Ryan Darryl | 106129497 | Create | |
| <input type="checkbox"/> | Cordero, Reyna Lucia | 106093617 | Create | |

3. Click the Create Batch Referral button

[Create Batch Referral](#)

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

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

| | | |
|--|-------------------------|--|
| Student: Carcavallo,Francesca Cristina | EmpID: 105045239 | *Status: OPEN |
| Term: Fall 2006 | | Open |
| Class Nbr: 74355 UNIV 20 Acad Learn Strat | Email Student: | Datetime: CIS CIS imgonnasmackyou@csu |
| Instructor: Giuffrida,Tosha A | | |

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 CIs 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 |
|------------------------------|------------|--|---------------------------|---------------------------|
| Abundiz,Maribel | 104234087 | Opened | | |
| Castillo,Lydia Maria | 103677493 | Opened | Updated 08/21/08 2:46 PM | Updated 08/21/08 2:47 PM |
| Douglas,Ryan Scott | 104074643 | Opened | | |
| Gonzalez,Angela | 103201094 | Opened | Updated 08/25/08 11:58 AM | Updated 08/25/08 11:59 AM |
| Gutierrez,Nancy O. | | | | |
| Hawkins,Remington Wayne | | | | |
| Hebert,Tommy Lamar | | | | |
| Juarez,Jessica Estrada | | | | |
| Levesque,Brett Nicholas | | | | |
| Martinez,Fermina D | | | | |
| Olson,Adam James | 103420621 | Opened | | |
| Parikh,Priyam Yagnesh | 104729469 | Closed 09/05/08 3:1 PM | Updated 09/05/08 2:54 PM | Updated 09/05/08 3:1 PM |
| Phaphilom,Philip | 102935608 | Opened | | |
| Pulidojr,Antonio | 104265742 | Opened | Updated 09/04/08 1:11 PM | |
| Saavedra,Jessica | 104205045 | Create | | |
| Savory,Jennifer R | 103408692 | Create | | |
| Shackelford,Courtney Wailani | 104402281 | Create | | |
| Sisounthone,Khommala | 102937246 | Create | | |
| Taylor,Max J | 104449029 | Opened | Updated 08/28/08 11:21 AM | Updated 08/28/08 11:24 AM |
| Thao,Eric | 104201457 | Create | | |
| Yang,Yeng | 104269369 | Opened | | |

Microsoft Internet Explorer

Email notification was sent to Instructor Tosha Guffrida, Student , Advisor Tosha Guffrida (0,0)

OK

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 |
|-------------------------------|------------|-----------------------------|
| Carcavallo,Francesca Cristina | 105045239 | Re-Opened 09/08/08 12:37 PM |
| Castillo,Nicolas Romeo | 104008603 | Create |
| Chang,Zoua | 104235465 | Create |
| Charzuk,Kirsten Karen | 103499861 | Create |
| Cisneros,Marily | 104344743 | Create |
| Coronado,Anthony A | 103745171 | Create |
| Enriquez,Rene Florentino | 102482857 | Create |
| Feaster,Kevin Tyrone | 104248543 | Create |
| Frattaroli,Dominic Michael | 103674542 | Create |
| Freeman,Demarcus Lynn | 104411459 | Create |
| Garcia,Daisy E | 103208504 | Create |
| Jhutti,Rachhpal Kaur | 104808483 | Create |
| Johnston,Scott William | 105000233 | Create |
| Lee,Mai Nhoua | 104200339 | Create |
| Lee,Pahoua | 103274727 | Create |
| Lor,Yuechane Vang | 103265536 | Create |
| Manjarrez,Yazmin Gabriela | 101699529 | Create |
| Medina,Juan P | 103313129 | Create |
| Olivera,Sarah J | 103234583 | Create |
| Oupathame,Kanha Lucy | 103885857 | Create |
| Pang,Briana | 103868944 | Create |
| Park,Gege | 103931643 | Create |
| Perez MS,Pamela Diane | 104303390 | Create |
| Quiroz,Eileen Maxine | 103942563 | Create |
| Rodriguez,Sulamit | 103984501 | Create |
| Sanchez,Mayra Gabriela | 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.

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 |
|------------------------------|------------|--|---------------------------|
| Abundiz,Maribel | 104234087 | Opened | |
| Castillo,Lydia Maria | 103677493 | Opened | Updated 08/21/08 2:46 PM |
| Douglas,Ryan Scott | 104074643 | Opened | |
| Gonzalez,Angela | 103201094 | Opened | Updated 08/25/08 11:58 AM |
| Gutierrez,Nancy O. | 103847910 | Create | |
| Hawkins,Remington Wayne | 104198428 | Create | |
| Hebert,Tommy Lamar | 104366674 | Opened | Updated 08/28/08 2:29 PM |
| Juarez,Jessica Estrada | 104330261 | Create | |
| Levesque,Brett Nicholas | 102804373 | Create | |
| Martinez,Fermina D | 102838797 | Create | |
| Olson,Adam James | 103426021 | Opened | |
| Parikh,Priyam Yagnesh | 104729469 | Closed 09/05/08 3:1 PM | Updated 09/05/08 2:54 PM |
| Phaphilom,Philip | 102935608 | Opened | |
| Pulidojr,Antonio | 104265742 | Opened | Updated 09/04/08 1:11 PM |
| Saavedra,Jessica | 104205045 | Create | |
| Savory,Jennifer R | 103408692 | Create | |
| Shackelford,Courtney Wailani | 104402281 | Create | |
| Sisounthone,Khommala | 102937246 | Create | |
| Taylor,Max J | 104449029 | Opened | Updated 08/28/08 11:21 AM |
| Thao,Eric | 104201457 | Create | |
| Yang,Yeng | 104269369 | Opened | |

SUPPORTNET TIMELINE FOR REFERRALS



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 |
|-------------------------------|------------|--|--------------------------|---------------------------|
| Abundiz, Maribel | 104234087 | Opened | | |
| Castillo, Lydia Maria | 103677493 | Closed | Updated 09/10/08 11:5 AM | Updated 08/21/08 2:47 PM |
| Douglas, Ryan Scott | 104074643 | Opened | | |
| Gonzalez, Angela | 103201094 | Closed | Updated 09/10/08 11:5 AM | Updated 08/25/08 11:59 AM |
| Gutierrez, Nancy O. | 103847910 | Create | | |
| Hawkins, Remington Wayne | 104198428 | Create | | |
| Hebert, Tommy Lamar | 104366674 | Opened | Updated 08/28/08 2:29 PM | |
| Juarez, Jessica Estrada | 104330261 | Create | | |
| Levesque, Brett Nicholas | 102804373 | Create | | |
| Martinez, Fermina D | 102838797 | Create | | |
| Olson, Adam James | 103426021 | Opened | | |
| Parikh, Priyam Yagnesh | 104729469 | Closed 09/05/08 3:1 PM | Updated 09/05/08 2:54 PM | Updated 09/05/08 3:1 PM |
| Phaphilom, Philip | 102935608 | Opened | | |
| Pulidojr, Antonio | 104265742 | Opened | Updated 09/04/08 1:11 PM | |
| Saavedra, Jessica | 104205045 | Create | | |
| Savory, Jennifer R | 103408692 | Create | | |
| Shackelford, Courtney Wailani | 104402281 | Create | | |
| Sisounthone, Khommala | 102937246 | Create | | |
| Taylor, Max J | 104449029 | Closed | Updated 09/10/08 11:9 AM | Updated 08/28/08 11:24 AM |
| Thao, Eric | 104201457 | Opened 09/10/08 10:45 AM | | |
| Yang, Yeng | 104269369 | Opened | | |

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

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