

How to Issue a Notification/Referral in Navigate 360

[Video Tutorial](#)

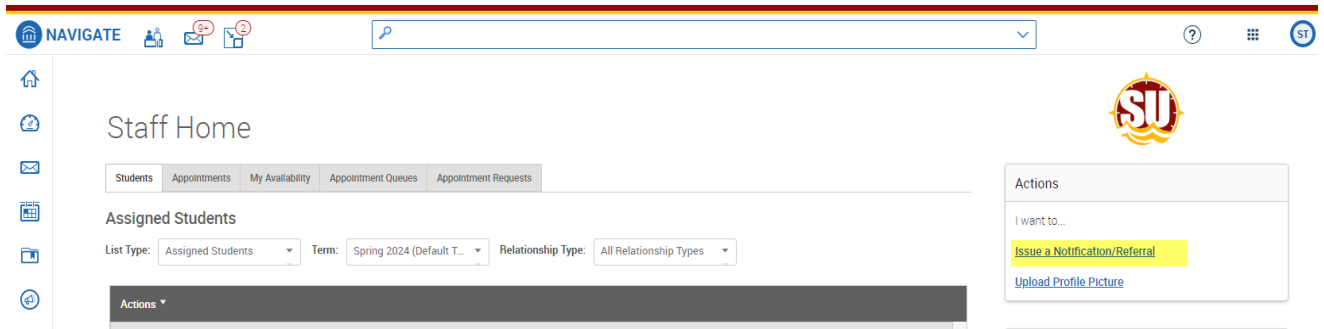


Notification_Referral_Navigate360.mp4

Step 1: Log in to your [Navigate](#) account.

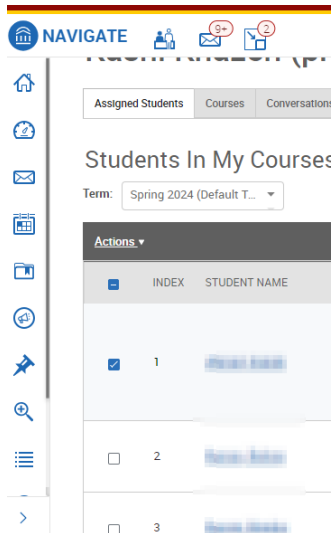
Step 2: There are three ways to issue a notification/referral.

Issue a notification/referral from the home page.

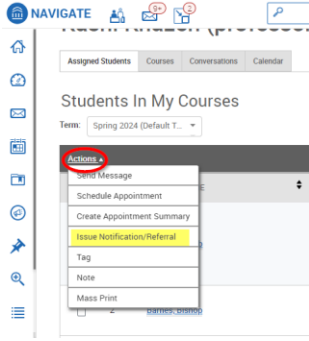


Issue a notification/referral from the action button on your advisee (staff) or class (professor) list.

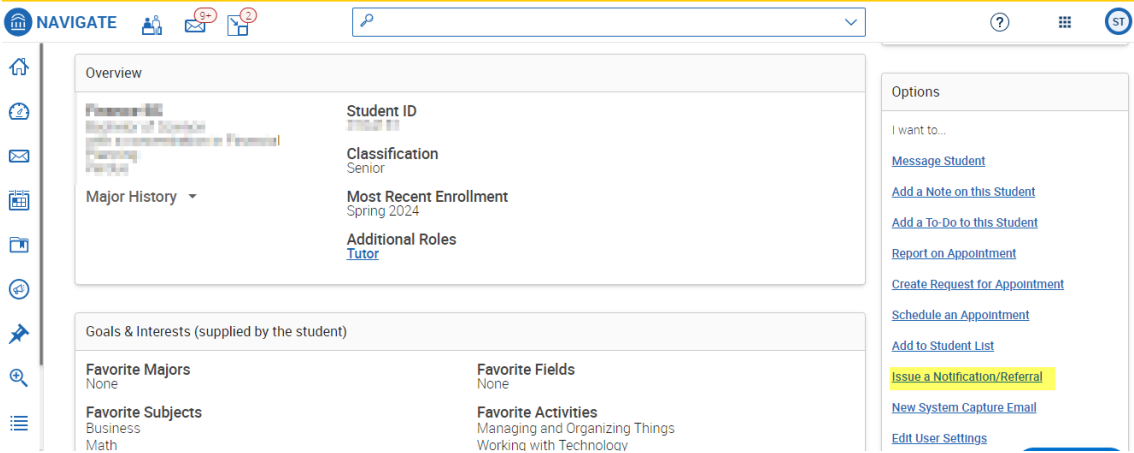
a. Select the checkbox next to the student's name.



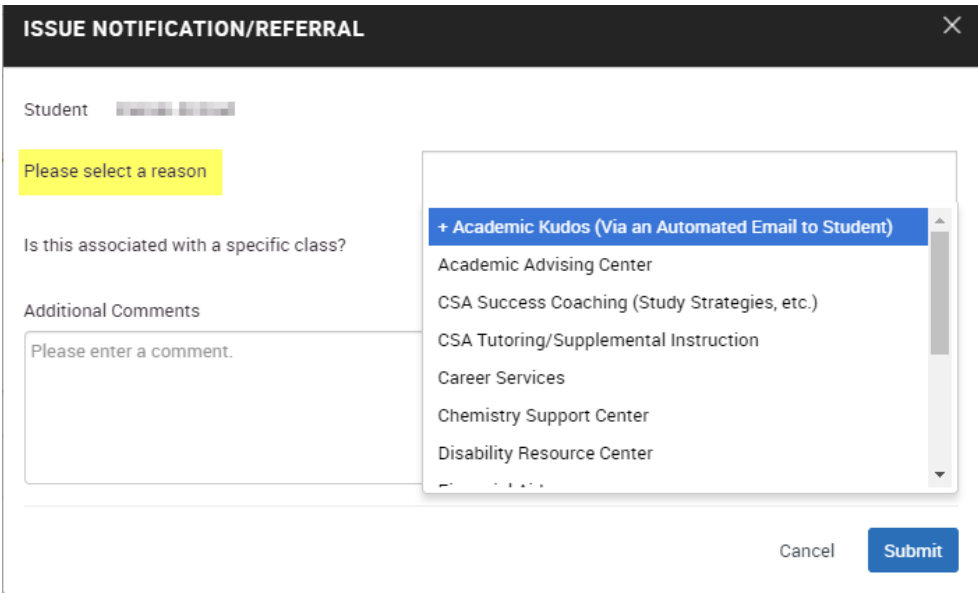
b. Click on action and select notification/referral.



Issue a notification/referral from the student page.



Step 3: Select a reason for the notification/referral



Step 4: Indicate if the notification/referral is associated with a specific course. This is helpful if a student needs tutoring or is missing class.

The screenshot shows the 'ISSUE NOTIFICATION/REFERRAL' form. The 'Is this associated with a specific class?' dropdown menu is open, displaying a list of courses. The course 'BIOL-205-012-LAB FUND OF HUMAN ANAT & PHYS' is highlighted in yellow. Other visible courses include 'COMM-101-611-LEC INTRO TO HUMAN COMM STUDIES', 'BIOL-205-010-LEC FUND OF HUMAN ANAT & PHYS', and 'POSC-101-002-LEC INTRO TO POLITICS & GOVT'. The form also includes fields for 'Student', 'Please select a reason', and 'Additional Comments'.

Step 5: Provide any additional comments that would be helpful.

The screenshot shows the 'ISSUE NOTIFICATION/REFERRAL' form. The 'Additional Comments' text area is highlighted in yellow. The form includes fields for 'Student', 'Please select a reason', and 'Is this associated with a specific class?'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Step 6: Click submit for the notification/referral to be sent to the appropriate support team.

Workflow of Notification/Referral

- Faculty raise notification/referral
- Received by Salisbury University office (Academic Advising Center, Center for Student Achievement, Disability Resource Center, etc.), that creates a case

- Outreach to connect with the student via email, text, phone call
- Schedule an appointment with the student
- Report on appointment in Navigate (see notes, appointment summary)
- Manage case or refer to the appropriate office
- Email to the notification/referral issuer when the case is closed (NEW Spring 2024)

Additional Campus Resources

[Counseling Center](#)

[SU Cares](#)