

REFERRALS

A referral directs an advisee to a source of information or help. When an advisee requests assistance an advisor is unable to give, the advisor can still be helpful by making an appropriate referral. Such referrals are relatively easy because the advisee is the initiator. There are times, however, when the advisor believes the advisee needs help and the student does not agree. This situation is likely to occur when the advisee has a problem which causes him anxiety or conflict. Referrals in these cases are often difficult for the advisor, the advisee, and the individual to whom the referral is made.

When should a referral be made?

A referral should be considered whenever an advisee has a question or problem which is beyond the advisor's perceived area of competence or responsibility.

How to make a referral:

It is desirable to discuss a possible referral with an advisee. Advisor and student should be clear on why a referral is being suggested and the advisor should tell the student what he knows about the available service, its functions and limitations.

If the referral requires an appointment, it is preferable for the advisor or the student to make this appointment while both are in the advisor's office, rather than leaving the matter entirely up to the advisee to do at some later date. This is especially true if the reason for referral involves some issue which is causing the advisee embarrassment or anxiety. This procedure not only alerts the referral resource, but also indicates to the student the advisor's belief that the referral is of some importance.

The advisor might request the student to check back after the student has had an interview with the referral source. This request not only suggests to the advisee that the advisor believes the matter is of some importance but also indicates that the advisor is not simply "washing his hands" of the problem.

If an advisee is reluctant to accept a referral, suggest that he or she see the referral as provisional and exploratory. In this way, advisees know they are not obligating themselves beyond an initial contact with the referral source.

REFERRAL SOURCES FOR ADVISORS

ACADEMIC SKILLS

Academic Support Services (Study Skills, Reading Skills, Tutors)	WHR	211	x1321
http://www.snc.edu/academicsupport/			

Writing Center (Writing Skills)	MUL	303	x3003
http://www.snc.edu/writingcenter/			

ADD/DROP SLIPS

(first 4 days of class)
[http://www.snc.edu/registrar/forms/Add Drop.pdf](http://www.snc.edu/registrar/forms/Add_Drop.pdf)

Registrar's Office	WHR	141	x3216
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CAMPUS SAFETY

http://www.snc.edu/security/	PAC	120	x3260
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CAREER COUNSELING

http://www.snc.edu/career/	WHR	215	x3040
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CAREERS IN EDUCATION

Director of Teacher Education, Mary Greenlaw	Boyle	219	x3004
http://www.snc.edu/educ/			

CHANGES IN ADVISOR

https://www.snc.edu/advisement/login/changeadvisor.html	WHR	112	x3234
Jeff Ritter			

CHANGES IN MAJOR

http://www.snc.edu/registrar/Declare_Major.htm	WHR	141	x3216
Registrar's Office			

CHOOSING A MAJOR

http://www.snc.edu/career/	WHR	215	x3040
Appropriate faculty members Career Services			

COURSES AND SCHEDULING<http://www.snc.edu/registrar/>

Richard Guild, Registrar WHR 141 x3216

COURSE CREDIT EVALUATION<http://www.snc.edu/registrar/>http://www.snc.edu/registrar/forms/Transfer_Pre-Approval.pdf

Richard Guild, Registrar WHR 141 x3216

COURSE WITHDRAWAL

(deadlines - 11/3/2008, 4/9/2009)

http://www.snc.edu/registrar/forms/Course_Withdrawal.pdf

Richard Guild, Registrar WHR 141 x3216

DISABILITY SERVICES

Academic Support Services

WHR

211

x1321

<http://www.snc.edu/academicsupport/>**FINANCE DEPARTMENT**<http://www.snc.edu/financedepartment/>

Curt Kowaleski, Director

WHR

M16

x3117

FINANCIAL AID<http://www.snc.edu/finaid/>

Jeff Zahn, Director

WHR

136

x3071

GRADUATE SCHOOL INFO<http://www.snc.edu/career/>

Appropriate Faculty Members

Career Services

WHR

215

x3040

**GRADUATE SCHOOL CATALOGS,
TEST INFORMATION (GRE, GMAT,
LSAT and MCAT)**<http://www.snc.edu/career/>

Career Services Library

WHR

215

x3040

HEALTH & WELLNESS SERVICES<http://www.snc.edu/health/>Health and Medical Service,
Counseling, And Testing Services

Main

Lower Level

x3266

HOUSING (On and Off Campus)<http://www.snc.edu/housing/>

WHR

111

x3360

JOBS (On Campus/Work Study)<http://www.snc.edu/finaid/>

Financial Aid Office	WHR	136	x3071
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JOBS (Part-time/Off Campus)<http://www.snc.edu/career/>

Career Services	WHR	215	x3040
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MULTICULTURAL STUDENT SERVICES<http://www.snc.edu/multicultural/>

Bridgit Martin	VCC	332	x3963
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**RELIGIOUS, SPIRITUAL, MORAL
MATTERS, PERSONAL PROBLEMS**<http://www.snc.edu/ministry/>

Campus Ministry	WHR	M29	x3155
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STUDENT PARKING PERMITS<http://www.snc.edu/security/>

Jill Hofer	PAC	120	x3948
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CLEP<http://www.snc.edu/futurestudents/>

Admissions Office		316 Third	x3005
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