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
Registrar’s Office
WHR 141 x3216

CAMPUS SAFETY
http://www.snc.edu/security/
PAC 120 x3260

CAREER COUNSELING
http://www.snc.edu/career/
WHR 215 x3040

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

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

CHANGES IN MAJOR
http://www.snc.edu/registrar/Declare_Major.htm
Registrar’s Office
WHR 141 x3216

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

JOBS (Part-time/Off Campus)
http://www.snc.edu/career/
Career Services WHR 215 x3040

MULTICULTURAL STUDENT SERVICES
http://www.snc.edu/multicultural/
Bridgit Martin VCC 332 x3963

RELIGIOUS, SPIRITUAL, MORAL MATTERS, PERSONAL PROBLEMS
http://www.snc.edu/ministry/
Campus Ministry WHR M29 x3155

STUDENT PARKING PERMITS
http://www.snc.edu/security/
Jill Hofer PAC 120 x3948

CLEP
http://www.snc.edu/futurestudents/
Admissions Office 316 Third x3005