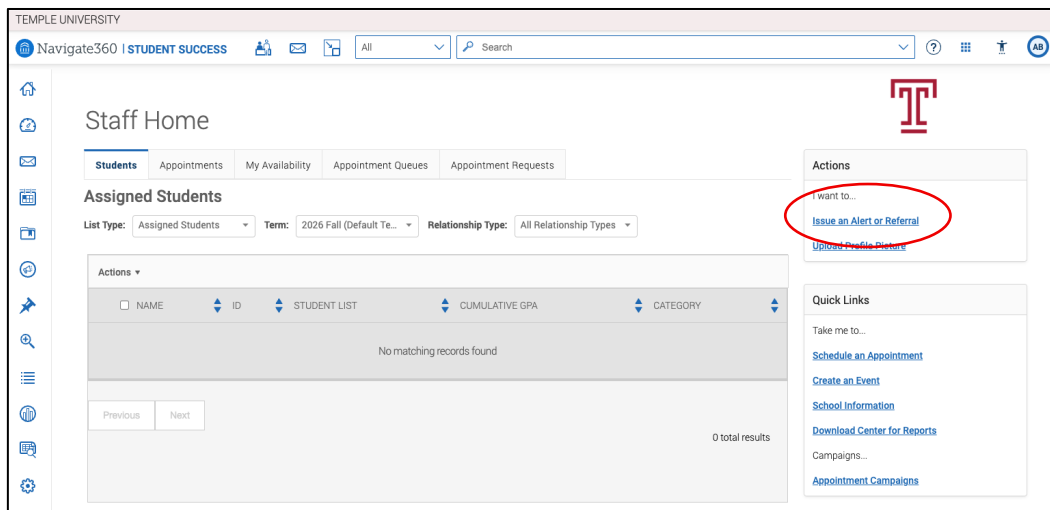


Academic Coaching Referrals via Navigate

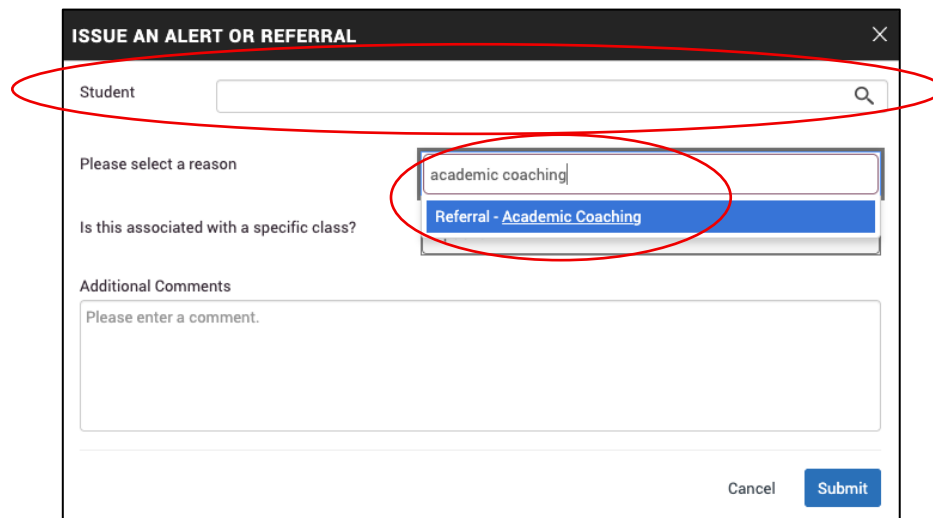
Academic Coaching at the Student Success Center provides peer-based support for students who would benefit from assistance with developing their skills in areas such as time management, organization, note-taking, study skills, etc.

Administrators, faculty, and staff can refer undergraduate students, who have demonstrated a need for coaching, via Navigate. Follow the guide below to submit your referral.

1. On the Navigate home page under Actions, select “Issue an Alert or Referral”.

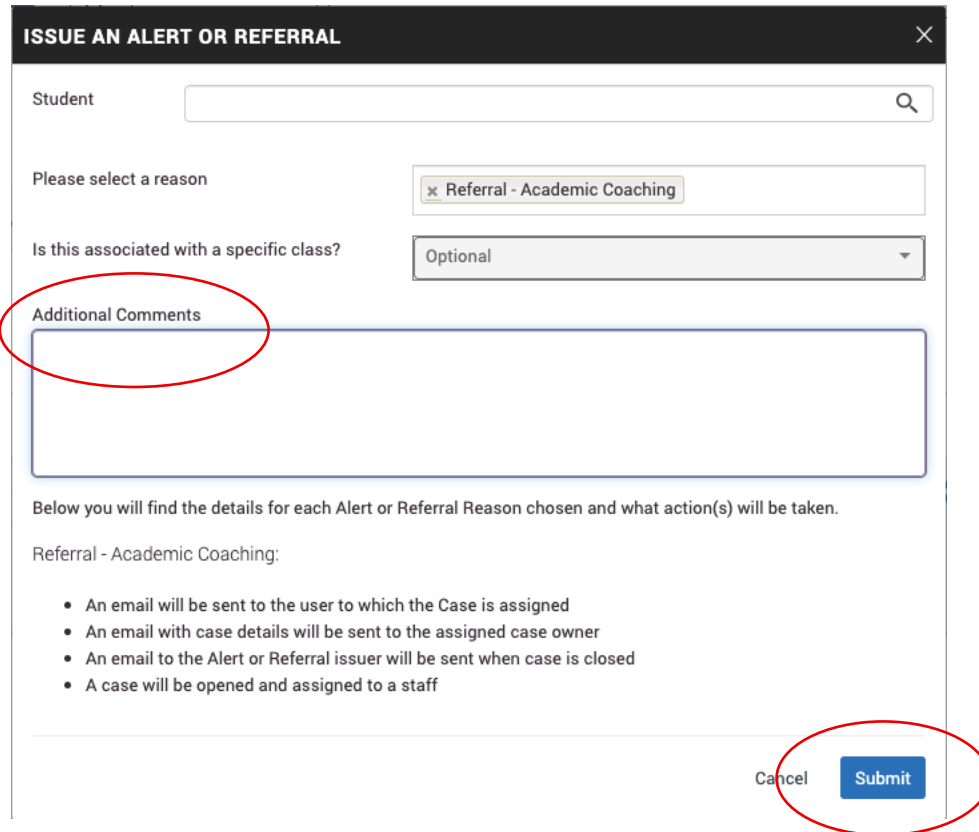


2. Next, select the student who is being referred. Then, type academic coaching as the reason for the referral. Please note that graduate student referrals should be submitted via email, at ssc.coaching@temple.edu, due to Navigate restrictions.

The screenshot displays the 'ISSUE AN ALERT OR REFERRAL' form. At the top, the title 'ISSUE AN ALERT OR REFERRAL' is in a dark header bar. Below the title, there is a 'Student' field with a search icon, which is circled in red. Underneath, the 'Please select a reason' dropdown menu is open and circled in red, showing two options: 'academic coaching' and 'Referral - Academic Coaching'. The 'Referral - Academic Coaching' option is highlighted in blue. Below the dropdown, there is a checkbox labeled 'Is this associated with a specific class?'. Further down is a text area for 'Additional Comments' with the placeholder text 'Please enter a comment.'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Student Success Center

- Before clicking submit, in the additional comments section, please provide any information that would be helpful for us to know about the support needs of the student.



ISSUE AN ALERT OR REFERRAL X

Student

Please select a reason

Is this associated with a specific class?

Additional Comments

Below you will find the details for each Alert or Referral Reason chosen and what action(s) will be taken.

Referral - Academic Coaching:

- An email will be sent to the user to which the Case is assigned
- An email with case details will be sent to the assigned case owner
- An email to the Alert or Referral issuer will be sent when case is closed
- A case will be opened and assigned to a staff

Cancel

Once we receive a referral, we will contact the student to begin the process of connecting with an academic coach. We will also email the referrer to confirm that this process has begun and will follow up once the student has been paired with a coach.

If you have any questions or would like to discuss a student referral, please email us at ssc.coaching@temple.edu.