How to Issue a Notification/Referral in Navigate 360
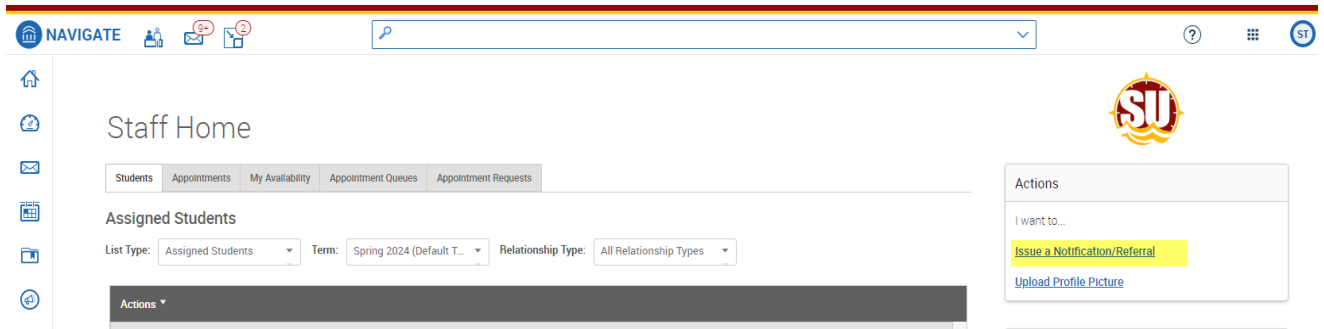
Video Tutorial

Notification_Referr
al Navigate360.mp4

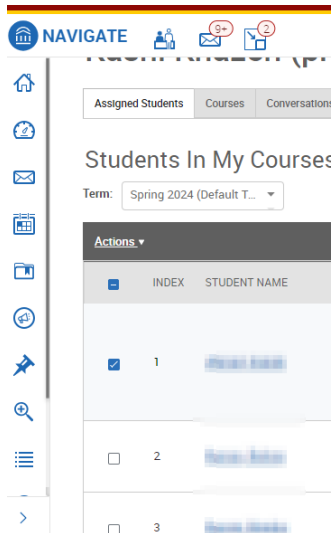Step 1: Log in to your Navigate account.

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

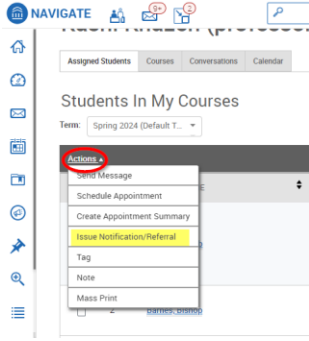Issue a notification/referral from the home page.

Issue a notification/referral from the action button on your advisee (staff) or class (professor) list.
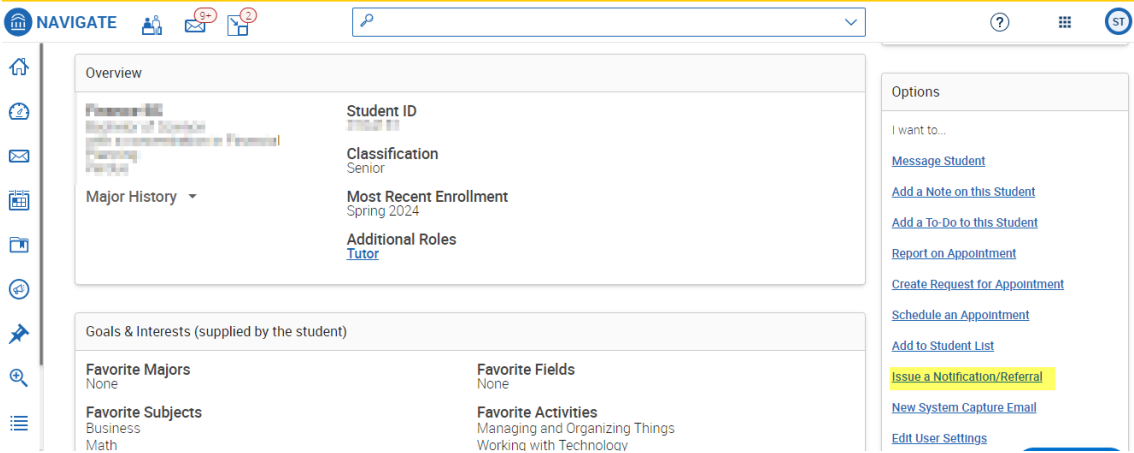
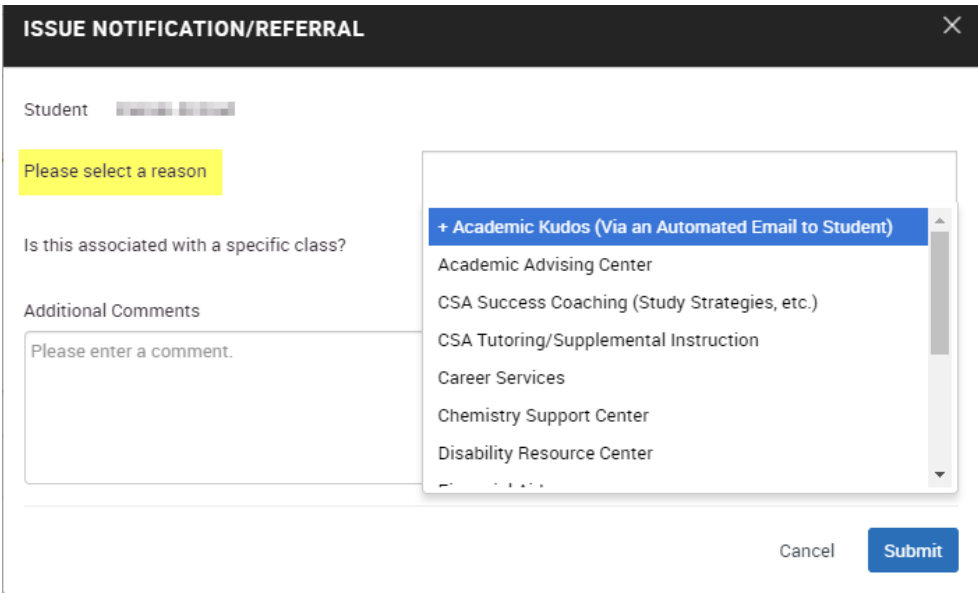   a. Select the checkbox next to the student's name.

    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.

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

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