

# FACULTY REFERRAL GUIDE

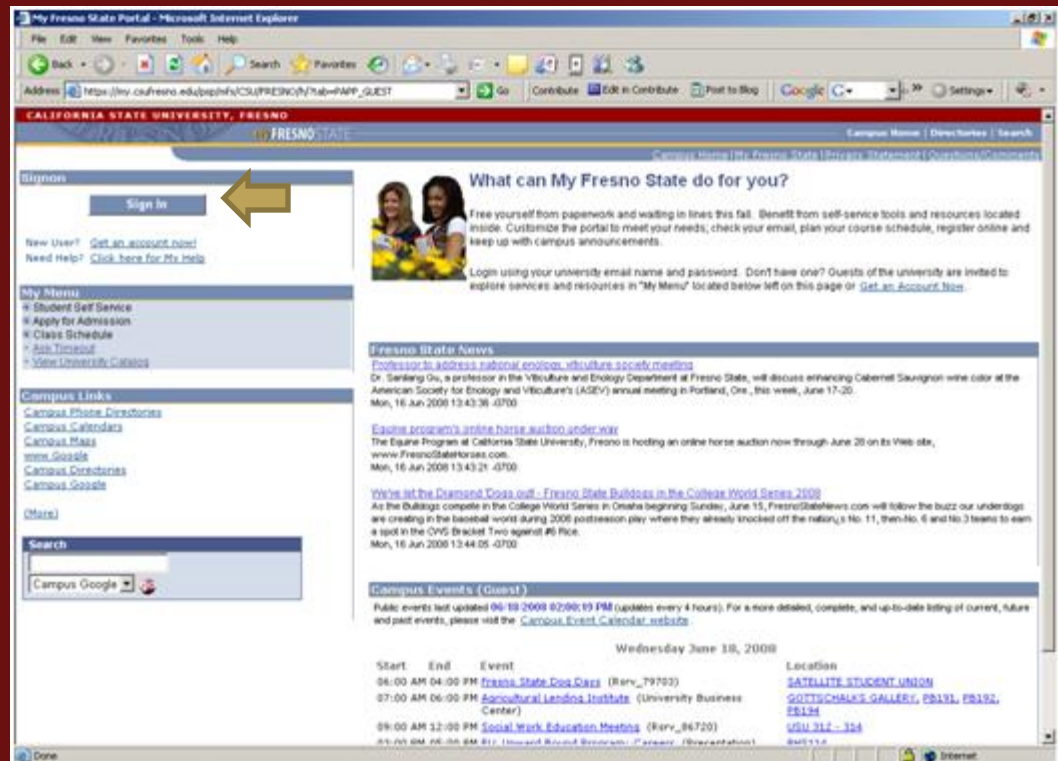
How to refer students to SupportNet  
using the Online Referral System



The most effective way to refer a student is to go to:

[www.my.csufresno.edu](http://www.my.csufresno.edu)

Click on "Sign In"



Enter the PeopleSoft ID  
and Password

Click on “Login”

[Back to Homepage](#) | [Login problems, need help?](#)

Login

California State University, Fresno - Central Authentication Service  
Pilot Sites: Blackboard | My.CSUFresno.EDU

Fresno State

**E-Mail ID:** (without entering @csufresno.edu)

**Password:**

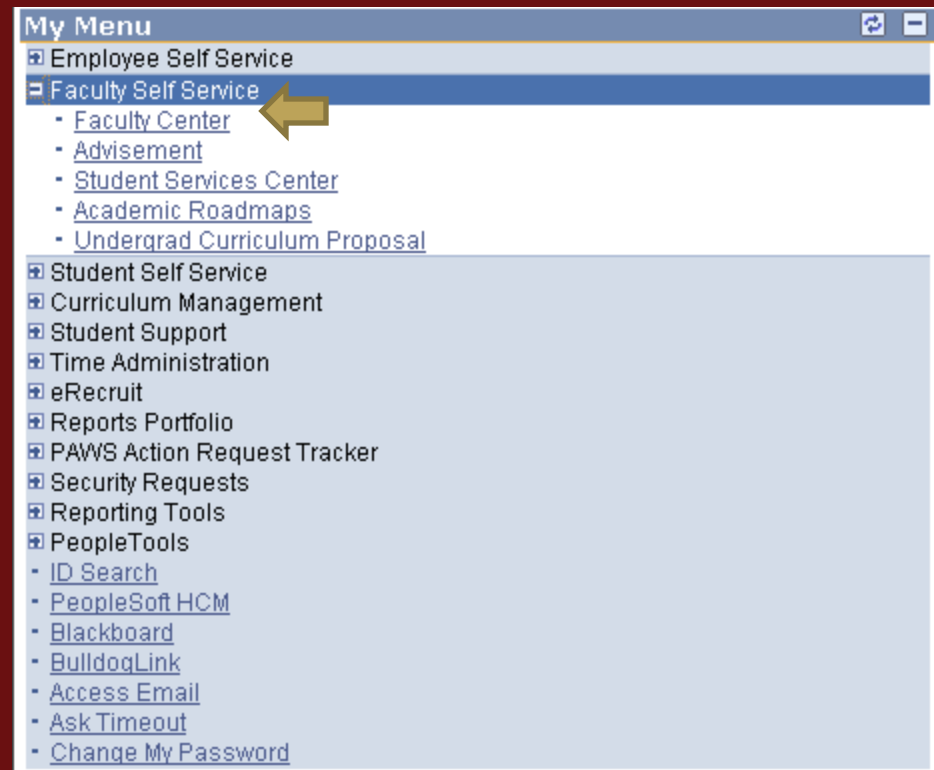
Want me before logging me in to other sites.

Login

*For security reasons, quit your web browser when you are done accessing services that require authentication!*

[Contact FS-CAS Support](#)  
[Question on Peoplesoft Portal](#) | [Blackboard and LMS](#)

Under the “Faculty Self Service” option, select “Faculty Center”



Next to the appropriate course, click on the Class Roster icon to access the Class Roster.

Spring 2007 | California State Univ Fresno [change term](#)

Show all classes  Only classes with enrollment  View My Weekly Schedule

 Class Roster  Grade Roster

**My Teaching Schedule > Spring 2007 > California State Univ Fresno**

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	<a href="#">UNIV 20-03</a> <a href="#">LEC 35966</a>	Acad Learn Strat (Lecture)	21	TuTh 11:00AM - 12:15PM	Social Science Bldg Room 205B	Jan 17, 2007- May 17, 2007

[Faculty Center](#) [Class Search](#)

Once the Class Roster is accessed, click “SupportNet Referral” to refer a *single* student. For instructions on referring multiple students for the same reason see [page 8](#).

Faculty Center

Class Roster [View FERPA Statement](#)

35966 - UNIV 20 - Acad Learn Strat

**Class Roster Information**

<b>Course</b>	UNIV 20	<b>Institution</b>	California State Univ Fresno
<b>Title</b>	Acad Learn Strat	<b>Term</b>	Spring 2007
<b>Class Number</b>	35966	<b>Session</b>	Regular Academic Session
<b>Class Section</b>	03	<b>Career</b>	Undergraduate
<b>Component</b>	Lecture		

<b>Day</b>	Tues Thurs	<b>Instructor</b>	Giuffrida,Tosha A
<b>Time</b>	11:00AM 12:15PM		
<b>Room</b>	Social Science Bldg Room 205B		<a href="#">Permission Numbers</a>

\*Enrollment Status:  [change](#)

Total Students 21 Enrollment Capacity 29 [SupportNet Referral](#)

**Enrolled Students** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-21 of 21 | [Last](#)

	Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level
1	<input type="checkbox"/>	104234087	<a href="#">Abundiz,Maribel</a>	3.00	Undergraduate Degree Seeking - Crim-Victimology	Sophomore
2	<input type="checkbox"/>	103677493	<a href="#">Castillo,Lydia Maria</a>	3.00	Undergraduate Degree Seeking - M Comm & Journ-Broadcast Journ	Sophomore
3	<input type="checkbox"/>	104074643	<a href="#">Douglas,Ryan Scott</a>	3.00	Undergraduate Degree Seeking - Crim-Law Enforcement	Sophomore
4	<input type="checkbox"/>	103201094	<a href="#">Gonzalez,Angela</a>	3.00	Undergraduate Degree Seeking - Crim-Victimology	Junior
5	<input type="checkbox"/>	103847910	<a href="#">Gutierrez,Nancy O.</a>	3.00	Undergraduate Degree Seeking - Crim-Victimology	Freshman
6	<input type="checkbox"/>	104198428	<a href="#">Hawkins,Remington Wayne</a>	3.00	Undergrad Extension Non-Degr -	Freshman

Locate the appropriate student and click “Create”, under the Evaluation column.

**SupportNet CIs Rstr**

**SupportNet Class Roster Evaluations**

**UNIV 20 Acad Learn Strat** **Fall 2006**

**Class Number:** 74355 **Days:** Tues Thurs **Time:** 11:00AM12:15PM **Facility:** AGM101

**Enrolled:** 28 **Enrl Capacity:** 30

Name	Student ID	Evaluation
Carcavallo,Francesca Cristina	105045239	<a href="#">Create</a>
Castillo,Nicolas Romeo	104008603	<a href="#">Create</a>
Chang,Zoua	104235465	<a href="#">Create</a>
Charzuk,Kirsten Karen	103499861	<a href="#">Create</a>
Cisneros,Marily	104344743	<a href="#">Create</a>
Coronado,Anthony A	103745171	<a href="#">Create</a>
Enriquez,Rene Florentino	102482857	<a href="#">Create</a>
Feaster,Kevin Tyrone	104248543	<a href="#">Create</a>
Frattaroli,Dominic Michael	103674542	<a href="#">Create</a>
Freeman,Demarcus Lynn	104411459	<a href="#">Create</a>
Garcia,Daisy E	103208504	<a href="#">Create</a>
Jhutti,Rachhpal Kaur	104808483	<a href="#">Create</a>
Johnston,Scott William	105000233	<a href="#">Create</a>
Lee,Mai Nhous	104200339	<a href="#">Create</a>
Lee,Pahous	103274727	<a href="#">Create</a>
Lor,Yuechane Vang	103265536	<a href="#">Create</a>
Manjarrez,Yazmin Gabriela	101699529	<a href="#">Create</a>
Medina,Juan P	103313129	<a href="#">Create</a>
Olivera,Sarah J	103234583	<a href="#">Create</a>
Oupathame,Kanha Lucy	103885857	<a href="#">Create</a>
Pang,Briana	103868944	<a href="#">Create</a>
Park,Gege	103931643	<a href="#">Create</a>
Perez MS,Pamela Diane	104303390	<a href="#">Create</a>
Quiroz,Eileen Maxine	103942563	<a href="#">Create</a>
Rodriguez,Sulamit	103984501	<a href="#">Create</a>
Sanchez,Mayra Gabriela	104818519	<a href="#">Create</a>
Singh,Amita Dhillon	103625090	<a href="#">Create</a>
Yang,Baonhia	103579252	<a href="#">Create</a>



1. Click to expand the Batch Referral section and select the reasons that apply to all in the batch referral.

SupprtNet Cls Rstr

### SupportNet Class Roster Evaluations

MATH 4R Intermed Alg Spring 2010

Class Number: 35357 Days: Mon Wed Fri Time: 11:00AM11:50AM Facility: MCL121

Enrolled: 175 Enrl Capacity: 244

Click for Batch Referral Steps

1. Check the reasons. 2. Select the students below. 3. Click the Create Batch Referral Button. [Create Batch Referral](#)

**Attendance**

Consistently Late  Consistently Leaves Early  Attending Not Making Progress  
 Consistently Absent  Has Never Attended Class  Was Dropped For Non-Attendance

**Assignments**

Poor Quality  Not Complete When Submitted  Missed  Not Turned In On Time  Needs Make Up Assignment(s)

**Tests**

Missed  Poor grades  Incomplete/Unfinished  Needs Makeup Exam(s)

**Showing Difficulty With**

Math  Study Skills  Time Management  English  Public Speaking

2. Select all the students included in the batch referral.

<input checked="" type="checkbox"/>	Caltrider, Daniel B	106092733	<a href="#">Create</a>	
<input checked="" type="checkbox"/>	Cha, Julie	106191962	<a href="#">Create</a>	
<input checked="" type="checkbox"/>	Chapparro, Marsiella Alyssa	106218625	<a href="#">Create</a>	
<input checked="" type="checkbox"/>	Chavez, Lyndsey Nicole	106130732	<a href="#">Create</a>	
<input type="checkbox"/>	Clifton, Ryan Darryl	106129497	<a href="#">Create</a>	
<input type="checkbox"/>	Cordero, Reyna Lucia	106093617	<a href="#">Create</a>	

3. Click the Create Batch Referral button

[Create Batch Referral](#)



Indicate the reason(s) for generating a referral and include suggested action(s).

At the bottom, click "OK" to submit the referral.

<b>Student:</b> Carcavallo,Francesca Cristina	<b>EmpID:</b> 105045239	<b>*Status:</b> OPEN
<b>Term:</b> Fall 2006		<b>Open</b>
<b>Class Nbr:</b> 74355 UNIV 20 Acad Learn Strat	<b>Email Student:</b>	<b>Datetime:</b> CIS CIS imgonnasmackyou@csu
<b>Instructor:</b> Giuffrida,Tosha A		

Please indicate the reason(s) for your referral of the student indicated above by checking all the boxes below that apply. Check "Other" to write in reasons that don't appear in the lists.

Attendance		
<input type="checkbox"/> Consistently Late	<input type="checkbox"/> Consistently Leaves Early	<input type="checkbox"/> Attending Not Making Progress
<input type="checkbox"/> Consistently Absent	<input type="checkbox"/> Has Never Attended Class	<input type="checkbox"/> Was Dropped For Non-Attendance
<input type="checkbox"/> Other	<input type="text"/>	

Assignments		
<input type="checkbox"/> Poor Quality	<input type="checkbox"/> Not Complete When Submitted	<input type="checkbox"/> Missed
<input type="checkbox"/> Not Turned In On Time	<input type="checkbox"/> Needs Make Up Assignment(s)	
<input type="checkbox"/> Other	<input type="text"/>	

Tests		
<input type="checkbox"/> Missed	<input type="checkbox"/> Poor grades	<input type="checkbox"/> Incomplete/Unfinished
<input type="checkbox"/> Needs Makeup Exam(s)		
<input type="checkbox"/> Other	<input type="text"/>	

Showing Difficulty With		
<input type="checkbox"/> Math	<input type="checkbox"/> Study Skills	<input type="checkbox"/> Time Management
<input type="checkbox"/> English	<input type="checkbox"/> Public Speaking	

Suggested Actions
<input type="checkbox"/> FYI ONLY: Please take no action at this time. I am working with the student.
<input type="checkbox"/> I have contacted the student about the issue(s) identified here, but would like your help as well.

Once a referral has been submitted, an email notification is automatically sent to:

- Referring instructor (as a confirmation)
- Student ([click here](#) see copy of email)
- SupportNet

SupportNet CIs Rstr

SupportNet Class Roster Evaluations

UNIV 20 Acad Learn Strat Spring 2007

Class Number: 35966 Days: Tues Thurs Time: 11:00AM12:15PM Facility: SS205B

Enrolled: 21 Enrl Capacity: 29

Name	Student ID	Evaluation	SupportNet	Referral
Abundiz,Maribel	104234087	<a href="#">Opened</a>		
Castillo,Lydia Maria	103677493	<a href="#">Opened</a>	Updated 08/21/08 2:46 PM	Updated 08/21/08 2:47 PM
Douglas,Ryan Scott	104074643	<a href="#">Opened</a>		
Gonzalez,Angela	103201094	<a href="#">Opened</a>	Updated 08/25/08 11:58 AM	Updated 08/25/08 11:59 AM
Gutierrez,Nancy O.				
Hawkins,Remington Wayne				
Hebert,Tommy Lamar				
Juarez,Jessica Estrada				
Levesque,Brett Nicholas				
Martinez,Fermina D				
Olson,Adam James	103420621	<a href="#">Opened</a>		
Parikh,Priyam Yagnesh	104729469	<a href="#">Closed 09/05/08 3:1 PM</a>	Updated 09/05/08 2:54 PM	Updated 09/05/08 3:1 PM
Phaphilom,Philip	102935608	<a href="#">Opened</a>		
Pulidojr,Antonio	104265742	<a href="#">Opened</a>	Updated 09/04/08 1:11 PM	
Saavedra,Jessica	104205045	<a href="#">Create</a>		
Savory,Jennifer R	103408692	<a href="#">Create</a>		
Shackelford,Courtney Wailani	104402281	<a href="#">Create</a>		
Sisounthone,Khommala	102937246	<a href="#">Create</a>		
Taylor,Max J	104449029	<a href="#">Opened</a>	Updated 08/28/08 11:21 AM	Updated 08/28/08 11:24 AM
Thao,Eric	104201457	<a href="#">Create</a>		
Yang,Yeng	104269369	<a href="#">Opened</a>		

Microsoft Internet Explorer

Email notification was sent to Instructor Tosha Guffrida, Student , Advisor Tosha Guffrida (0,0)

OK

SupportNet Class Roster records the date and time of the student referral.

**SupportNet Cls Rstr**

**SupportNet Class Roster Evaluations**

**UNIV** 20      **Acad Learn Strat**      **Fall 2006**

**Class Number:** 74355      **Days:** Tues Thurs      **Time:** 11:00AM12:15PM      **Facility:** AGM101

**Enrolled:** 28      **Enrl Capacity:** 30

Name	Student ID	Evaluation
Carcavallo,Francesca Cristina	105045239	Re-Opened 09/08/08 12:37 PM
Castillo,Nicolas Romeo	104008603	<a href="#">Create</a>
Chang,Zoua	104235465	<a href="#">Create</a>
Charzuk,Kirsten Karen	103499861	<a href="#">Create</a>
Cisneros,Marily	104344743	<a href="#">Create</a>
Coronado,Anthony A	103745171	<a href="#">Create</a>
Enriquez,Rene Florentino	102482857	<a href="#">Create</a>
Feaster,Kevin Tyrone	104248543	<a href="#">Create</a>
Frattaroli,Dominic Michael	103674542	<a href="#">Create</a>
Freeman,Demarcus Lynn	104411459	<a href="#">Create</a>
Garcia,Daisy E	103208504	<a href="#">Create</a>
Jhutti,Rachhpal Kaur	104808483	<a href="#">Create</a>
Johnston,Scott William	105000233	<a href="#">Create</a>
Lee,Mai Nhoua	104200339	<a href="#">Create</a>
Lee,Pahoua	103274727	<a href="#">Create</a>
Lor,Yuechane Vang	103265536	<a href="#">Create</a>
Manjarrez,Yazmin Gabriela	101699529	<a href="#">Create</a>
Medina,Juan P	103313129	<a href="#">Create</a>
Olivera,Sarah J	103234583	<a href="#">Create</a>
Oupathame,Kanha Lucy	103885857	<a href="#">Create</a>
Pang,Briana	103868944	<a href="#">Create</a>
Park,Gege	103931643	<a href="#">Create</a>
Perez MS,Pamela Diane	104303390	<a href="#">Create</a>
Quiroz,Eileen Maxine	103942563	<a href="#">Create</a>
Rodriguez,Sulamit	103984501	<a href="#">Create</a>
Sanchez,Mayra Gabriela	104818519	<a href="#">Create</a>

## IMPORTANT ACADEMIC INFORMATION!

Dear **Sally Student**,

Your instructor, **Freddie Faculty**, is concerned about your academic progress in **University 123**. You have been referred to SupportNet because you are not meeting the expectations of the course and would benefit from the information and resources available at California State University, Fresno.

## HOW WE CAN HELP YOU!

Students who utilize our services often have a higher GPA than those who do not. It's never too late! [Contact us](#) today to schedule an appointment with a SupportNet Adviser. We will work with you to develop a *Student Success Plan* that will assist with your academic progress. You can also take advantage of these additional services within the [Learning Center](#) at **no charge**:

- Tutoring
- Academic counseling
- Time management and study scheduling
- Learning style assessment
- Test-taking skills
- Note-taking skills

An Outreach Assistant will be contacting you within a few days to make arrangements to meet with a SupportNet Adviser, or you can contact us directly at (559) 278.8370 or [supportnet@csufresno.edu](mailto:supportnet@csufresno.edu).

Once SupportNet has met with the student another column will be added to the SupportNet Class Roster, indicating the date and time the student's referral was updated.



Name	Student ID	Evaluation	SupportNet
Abundiz,Maribel	104234087	<a href="#">Opened</a>	
Castillo,Lydia Maria	103677493	<a href="#">Opened</a>	Updated 08/21/08 2:46 PM
Douglas,Ryan Scott	104074643	<a href="#">Opened</a>	
Gonzalez,Angela	103201094	<a href="#">Opened</a>	Updated 08/25/08 11:58 AM
Gutierrez,Nancy O.	103847910	<a href="#">Create</a>	
Hawkins,Remington Wayne	104198428	<a href="#">Create</a>	
Hebert,Tommy Lamar	104366674	<a href="#">Opened</a>	Updated 08/28/08 2:29 PM
Juarez,Jessica Estrada	104330261	<a href="#">Create</a>	
Levesque,Brett Nicholas	102804373	<a href="#">Create</a>	
Martinez,Fermina D	102838797	<a href="#">Create</a>	
Olson,Adam James	103426021	<a href="#">Opened</a>	
Parikh,Priyam Yagnesh	104729469	<a href="#">Closed 09/05/08 3:1 PM</a>	Updated 09/05/08 2:54 PM
Phaphilom,Philip	102935608	<a href="#">Opened</a>	
Pulidojr,Antonio	104265742	<a href="#">Opened</a>	Updated 09/04/08 1:11 PM
Saavedra,Jessica	104205045	<a href="#">Create</a>	
Savory,Jennifer R	103408692	<a href="#">Create</a>	
Shackelford,Courtney Wailani	104402281	<a href="#">Create</a>	
Sisounthone,Khommala	102937246	<a href="#">Create</a>	
Taylor,Max J	104449029	<a href="#">Opened</a>	Updated 08/28/08 11:21 AM
Thao,Eric	104201457	<a href="#">Create</a>	
Yang,Yeng	104269369	<a href="#">Opened</a>	

## SUPPORTNET TIMELINE FOR REFERRALS



If SupportNet referred the student to another campus resource, then the status information regarding that referral will be added in an additional column titled "Referral".



Name	Student ID	Evaluation	SupportNet	Referral
Abundiz, Maribel	104234087	<a href="#">Opened</a>		
Castillo, Lydia Maria	103677493	<a href="#">Closed</a>	Updated 09/10/08 11:5 AM	Updated 08/21/08 2:47 PM
Douglas, Ryan Scott	104074643	<a href="#">Opened</a>		
Gonzalez, Angela	103201094	<a href="#">Closed</a>	Updated 09/10/08 11:5 AM	Updated 08/25/08 11:59 AM
Gutierrez, Nancy O.	103847910	<a href="#">Create</a>		
Hawkins, Remington Wayne	104198428	<a href="#">Create</a>		
Hebert, Tommy Lamar	104366674	<a href="#">Opened</a>	Updated 08/28/08 2:29 PM	
Juarez, Jessica Estrada	104330261	<a href="#">Create</a>		
Levesque, Brett Nicholas	102804373	<a href="#">Create</a>		
Martinez, Fermina D	102838797	<a href="#">Create</a>		
Olson, Adam James	103426021	<a href="#">Opened</a>		
Parikh, Priyam Yagnesh	104729469	<a href="#">Closed 09/05/08 3:1 PM</a>	Updated 09/05/08 2:54 PM	Updated 09/05/08 3:1 PM
Phaphilom, Philip	102935608	<a href="#">Opened</a>		
Pulidojr, Antonio	104265742	<a href="#">Opened</a>	Updated 09/04/08 1:11 PM	
Saavedra, Jessica	104205045	<a href="#">Create</a>		
Savory, Jennifer R	103408692	<a href="#">Create</a>		
Shackelford, Courtney Wailani	104402281	<a href="#">Create</a>		
Sisounthone, Khommala	102937246	<a href="#">Create</a>		
Taylor, Max J	104449029	<a href="#">Closed</a>	Updated 09/10/08 11:9 AM	Updated 08/28/08 11:24 AM
Thao, Eric	104201457	<a href="#">Opened 09/10/08 10:45 AM</a>		
Yang, Yeng	104269369	<a href="#">Opened</a>		

Thank you for submitted your referral to SupportNet using the Online Referral System and for doing your part in

*“Making a difference, one student at a time!”*