

Referral Name and Description	Who Is Allowed To Raise	How Items Are Raised	Who Is Allowed To Clear	Who Is Allowed To View	Comments Required	Email From and Reply To	Who Receives Notifications	Referral Process
<b>Access Services Accommodations</b> Raise this referral if a student has indicated that they may have a disability or condition impacting their academics. Students WILL NOT receive your comments.	Academic Chair or Dept. Head, Academic Leadership, Academic Support, Access Services, ASC Director, Advisor, Administrative Assistants, Athletic Compliance, Coaches and Assistant Coaches, Career Services, Counseling Services Staff, Enrollment Services, Instructor, Honors Program Director, Leadership Center Director, Non Academic Support, POWER, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services staff	Manually	Access Services Staff	Access Services Staff	Allowed but not required	From and Reply To: accessservices@minotstateu.edu	Student receives Access Services Referral email.  Access Services receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Access Services staff will reach out to student if they have not applied for accommodations within 5 work days of initial referral and will clear referral if student applies for accommodations.
<b>Career Exploration Referral</b> Raise this referral if a student needs assistance choosing a major or career field that matches their interests, abilities, and talents. Comments are viewable by student.	Advisor, Academic Chair or Dept. Head, Academic Leadership, Career Services, Honors Program Director, Instructor, Leadership Center Director, Non Academic Support, Student Health Clinic Staff, Academic Support, ASC Director, Athletic Compliance, Coaches and Assistant Coaches, Counseling Services Staff, POWER, Tutoring Coordinator, Veteran's Services staff	Manually	Career Services Staff	Career Services Staff  Referral Creator  Student	Allowed but not required	From and Reply To: msujobs@minotstateu.edu	Student receives Career Exploration Referral email.  Career Services receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Career Services staff will clear referral if student makes an appointment or reaches out for more information.
<b>Financial Aid Referral</b> Raise this referral if you become aware of students who need assistance regarding the FAFSA application, federal grants or loans, scholarships, student employment, SAP (Satisfactory Academic Progress), or paying their bill. Students WILL NOT receive your comments.	Academic Chair or Dept. Head, Academic Leadership, Academic Support, Access Services, ASC Director, Advisor, Administrative Assistants, Athletic Compliance, Coaches and Assistant Coaches, Career Services, Counseling Services Staff, Enrollment Services, Instructor, Honors Program Director, Leadership Center Director, Non Academic Support, POWER, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services staff	Manually	Financial Aid Staff	Financial Aid Staff	Required	From and Reply To: financialaid@minotstateu.edu	Student receives Financial Aid Referral email.  Financial Aid receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Financial Aid staff or will reach out to student if appropriate.
<b>Job Search Referral</b> Raise this referral if a student needs assistance creating a job search strategy, developing marketing materials such as a resume, cover letter, or personal statement, or practicing for an interview. Comments are viewable by student.	Academic Chair or Dept. Head, Academic Leadership, Academic Support, ASC Director, Advisor, Athletic Compliance, Career Services, Coaches and Assistant Coaches, Counseling Services Staff, Enrollment Services, Instructor, Honors Program Director, Leadership Center Director, Non Academic Support, POWER, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services staff	Manually	Career Services Staff	Student  Referral Creator  Career Services Staff	Allowed but not required	From and Reply To: <a href="mailto:msujobs@minotstateu.edu">msujobs@minotstateu.edu</a>	Student receives Job Search Referral email.  Career Services receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Career Services staff will clear referral if student makes an appointment or reaches out for more information.
<b>Peer Tutoring Referral</b> Raise this referral if a student needs assistance with course concepts or general study strategies. Comments are viewable by students.	Academic Leadership, Honors Program Director, Instructor, Leadership Center Director, Non Academic Support, Student Health Clinic Staff, Academic Chair or Dept. Head, Academic Support, Advisor, ASC Director, Athletic Compliance, Coaches and Assistant Coaches, Counseling Services Staff, POWER, Tutoring Coordinator, Veteran's Services staff	Manually	Tutoring Coordinator	Student  Referral Creator  Tutoring Coordinator	Allowed but not required	From and Reply To: <a href="mailto:tutoring@minotstateu.edu">tutoring@minotstateu.edu</a>	Student receives Tutoring Referral email.  Tutoring Coordinator receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Tutoring Coordinator will clear referral if student attends tutoring or reaches out for more information.

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<b>POWER Center / TRIO Referral</b> Raise this referral if a student has indicated that they have an academic need and they may qualify for TRIO services. Student WILL NOT receive your comments.	Academic Chair or Dept Head, Academic Leadership, Academic Support, Access Services, ASC Director, Advisor, Administrative Assistants, Athletic Compliance, Coaches and Assistant Coaches, Career Services, Counseling Services Staff, Enrollment Services, Instructors, Honors Program Director, Leadership Center Director, Non Academic Support, POWER staff, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services staff	Manually	POWER Staff	POWER Staff	Allowed but not required	From and Reply To: <a href="mailto:katv.allers@minotstateu.edu">katv.allers@minotstateu.edu</a>	Student receives POWER Center / TRIO Referral email.  Katy Allers (POWER Center Director) receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. POWER Center Staff will clear referral if student applies for POWER Center / TRIO SSS.
<b>Student Health Clinic and Counseling Services Referral</b> Raise this referral if a student has indicated they are feeling stressed or overwhelmed; or they have questions regarding their physical, emotional or mental health. Students WILL NOT receive your comments.	Academic Chair or Dept. Head, Academic Leadership, Academic Support, Access Services, ASC Director, Advisor, Administrative Assistants, Athletic Compliance, Coaches and Assistant Coaches, Career Services, Counseling Services Staff, Enrollment Services, Instructor, Honors Program Director, Leadership Center Director, Non Academic Support, POWER, Student Health Clinic Staff, Tutoring Coordinator, Veteran's Services staff	Manually	Student Health Clinic Staff, Counseling Services Staff	Student Health Clinic Staff, Counseling Services Staff	Required	From and Reply To: <a href="mailto:studenthealthclinic@minotstateu.edu">studenthealthclinic@minotstateu.edu</a>	Student receives Student Health Clinic and/or Counseling Services Referral email.  Student Health receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised. Student Health Clinic staff or Counseling Services staff will reach out to student if appropriate.
<b>Writing Center Referral</b> Raise this referral if a student needs assistance becoming a stronger writer. Comments are viewable by student.	Academic Leadership, Honors Program Director, Instructor, Leadership Center Director, Non Academic Support, Student Health Clinic Staff, Academic Chair or Dept. Head, Academic Support, Advisor, Administrative Assistants, ASC Director, Athletic Compliance, Coaches and Assistant Coaches, Counseling Services Staff, POWER, Veteran's Services staff	Manually	Writing Center Staff	Writing Center Staff  Student  Referral Creator	Allowed but not required	From and Reply To: <a href="mailto:writingcenter@minotstateu.edu">writingcenter@minotstateu.edu</a>	Student receives Writing Center Referral email.  Writing Center receives notification email.  Text sent to student to check MSU email for referral.	Emails are sent immediately after referral is raised.