



Sample Chart of Referral Sources

Related to the College Student Inventory™

Excerpts from the Retention Management System Plus™ Resource Guide

Consider adapting this chart for your advisors to facilitate the referral process on your campus.

Services for Students					
Where?	Dean of Students Office	Center for Counseling and Academic Support	Career Development Office	Health Center	Psychologists
Who?	Contact Person #1 Contact Person #2	Contact Person	Contact Person	Contact Person	Contact Person
What?	<ul style="list-style-type: none"> Repeated absences General counseling Programming complaints Withdrawals Financial aid concerns Interpersonal conflicts Academic dishonesty Residence hall concerns Roommate problems 	<ul style="list-style-type: none"> Testing Tutoring Time management Study skills Counseling Scheduling problems Peer counseling Learning disabilities Audible testing Placement services 	<ul style="list-style-type: none"> Career counseling Career planning Career library Career testing GRE/GMAT tests LSAT exam NTE exam Placement service Graduate school information 	<ul style="list-style-type: none"> Health-related absences Health needs Health complaints Nutritional counseling Stress management Accidents 	<ul style="list-style-type: none"> Psychological problems Psychological testing Learning disabilities
When?	8:30 – 4:30 M – F Ext. 5555 Hall directors 24 hours	8:30 – 5:00 M – F Ext. 5555 Some evenings	Posted hours, phone, etc.	Posted hours, phone, etc.	Posted hours, phone, by appointment, etc.