

SAMPLE REFERRAL EMAILS

ADVISOR

You are being referred to your advisor for further assistance. You can locate your advisor's name and contact information in the lower right hand corner of your Student Center in [Campus Connection](#). You can also find your advisor in Starfish in your success network. Click [here](#) and then sign into Starfish with your UND username and password to be taken to your success network.

My comments are: (if you enter comments when creating the referral)

ATHLETIC ADVISOR (STUDENT-ATHLETE SUPPORT SERVICES)

You are being referred to an Athletic Advisor (located in Hyslop, Room 113) in Student-Athlete Support Services. An Athletic Advisor will also be contacting you shortly via email or by phone.

My comments are: (if you enter comments when creating the referral)

CVIC

We envision a community where all people (women, men and children) are safe and respected. UND is proud to partner with CVIC to provide a confidential advisor as well as a prevention specialist on campus to assist all. [CVIC at UND](#) can provide confidential options and emotional support to students, faculty and staff regarding intimate partner violence. Services are free and confidential. Walk-ins welcome. CVIC at UND is in the McCannel Hall, Room 200. For information, please call 701.777.3807 or email CVICatUND@und.edu

My comments are: (if you enter comments when creating the referral)

CAREER SERVICES

You are being referred to [Career Services](#) (located in the Memorial Union) for assistance with career planning (resume or cover letter writing, practice interviewing, and job or internship search, etc.).

My comments are: (if you enter comments when creating the referral)

You can schedule an appointment using Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish and you will be taken to the Career Services page
- Click on individuals' names to see their profiles as some have specialty areas
- Once you have selected an individual, click **Schedule Appointment** within their profile and move through the scheduling steps

A staff member from Career Services will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

In addition, Career Services would like to make you aware of Handshake - the ultimate career network for

students. Go to <https://und.joinhandshake.com/login> to search for internships, part-time jobs, and full-time careers! You'll find opportunities locally and nationally. Log-in today or if you have questions, make an appointment in Starfish with one of our Career Mentors by following the instructions above.

CHESTER FRITZ REFERENCE LIBRARIAN

You are being referred to the Chester Fritz Library (located at 3051 University Avenue) to work with a reference librarian or a peer research consultant (PRC) on research skills and strategies. We offer generalized assistance in using the library resources for all topics and we have subject librarians who provide specialized research assistance within their areas of expertise. In addition, our peer research consultants are students who provide peer mentoring to undergraduate students in a variety of research skills such as topic formation, developing keywords for database searching and citation styles. You can reach us in-person, by phone, email, chat, or through Starfish. Want more information? Please [Ask Us](#).

My comments are: (if you enter comments when creating the referral)

You can schedule an appointment using Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish and you will be taken to the Chester Fritz Library page
- Click on individuals' names to see their profiles as they have specialty areas
- Once you have selected an individual, click **Schedule Appointment** within their profile and move through the steps

A librarian will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

CoBPA WRITING COACH

you are being referred to the CoBPA Writing Coach to work with a writing consultant on writing and revision strategies.

My comments are: (if you enter comments when creating the referral)

To schedule an appointment with Carissa Green, Writing Coach, please click [here](#).

DINING

If you have general dining, nutritional or dietetic concerns, please consider contacting [Dining Services](#) for consultation. You may make an appointment by calling 701.777.3823. All students on a campus meal plan are eligible to receive nutritional education and counseling services from Dining Services. All students are eligible to purchase a meal plan through Dining Services.

My comments are: (if you enter comments when creating the referral)

DISABILITY SERVICES FOR STUDENTS

You might be interested in knowing about [Disability Services for Students](#) (McCannel Hall, Room 280). You can also schedule an in-person or phone appointment for more information by calling 701.777.3425 (Voice/TDD).

My comments are: (if you enter comments when creating the referral)

HOUSING

Living on campus can play a critical role in the academic success of students. Please contact UND Housing to learn about options or discuss any concerns. The UND Housing Office is located at 525 Stanford Rd. on the corner of 6th Ave. N. and Stanford Rd. You can also contact our office by calling 701.777.4251, emailing housing@UND.edu or visiting www.housing.UND.edu.

My comments are: (if you enter comments when creating the referral)

INSTRUCTOR

You are being referred to your instructor for further assistance.

My comments are: (if you enter comments when creating the referral)

Please let me know if I can be of any additional help.

INTERNATIONAL CENTRE

(only One Stop, Student-Athlete, & Instructor can refer)

You are being referred to the [International Centre](#) (located in the Memorial Union).

My comments are: (if you enter comments when creating the referral)

You can schedule by calling 701.777.4231 or in Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish and you will be taken to the International Student Advising page
- Click on an individual's name to view their profile
- Click **Schedule Appointment** within an individual's profile and move through the scheduling steps

An International Advisor will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

LEARNING SERVICES: ACADEMIC COACHING

I would like to refer you to an Academic Coach from [Learning Services](#) for learning strategies to help you achieve your goals.

My comments are: (if you enter comments when creating the referral)

To schedule an Academic Coaching appointment, follow the steps below. *If your meeting will be via Zoom, you will receive the Zoom link in your confirmation email.*

- Click [here](#)
- Log into Starfish and you will be taken to the **Learning Services: Academic Coaching** page
- Click on **Schedule Appointment** to see all available times or select an Academic Coach to see his/her availability
- If selecting a specific coach, after clicking on his/her name, click **Schedule Appointment**

A staff member from Learning Services will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

LEARNING SERVICES: TUTORING

You are being referred to [Learning Services](#) to meet with a tutor for support in Introduction to Microbiology. **My comments are: (if you enter comments when creating the referral)**

Learning Services offers tutoring for a variety of courses by individual appointments or drop-in tutoring sessions. Visit the [tutoring website](#) to see the complete tutoring schedule, including drop-in times and availability for the course you may seek support in.

The Tutoring Coordinator will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

OFFICE OF STUDENT RIGHTS & RESPONSIBILITIES

The [Office of Student Rights and Responsibilities](#) offers support to students in a variety of ways. I encourage you to reach out to OSRR as they may be able to further assist you. You can contact OSRR at 701.777.2664 or by clicking [here](#).

My comments are: (if you enter comments when creating the referral)

So you are aware, I have included OSRR on this message and they may be reaching out to you as well.

ONE-STOP STUDENT SERVICES

Based on our conversation or because of information provided from another office, you are being referred to [One-Stop Student Services](#). You may visit them In the Memorial Union or call 701.777-1234.

My comments are: (if you enter comments when creating the referral)

One-Stop Student Services will also reach out to you by the close of business on the day following this referral.

Please let me know if I can be of further assistance.

PANCRATZ CAREER DEVELOPMENT CENTER

You are being referred to the [Pancratz Career Development Center](#) (Gamble Hall, Room 120). You can schedule an appointment by calling 701.777.6852 or by emailing und.pancratzcenter@und.edu.

My comments are: (if you enter comments when creating the referral)

A staff member from Pancratz will also be contacting you via email or by phone by the close of business on the day following this referral.

Please let me know if I can be of further assistance.

SMARTHINKING

You are being referred to SMARTHINKING, a free 24/7 online tutoring service for UND students. To access SMARTHINKING, log into Blackboard and enter a Blackboard course. Select Tools or Student Tools from the menu on the left to locate SMARTHINKING.

Online tutors are available for the following subjects and skills:

- Math (Basic through Calculus II)
- Biology
- Chemistry (General and Organic)
- Human Anatomy and Physiology
- Nursing and Allied Health
- Physics
- Statistics
- Accounting (Introductory through Advanced, Cost, Payroll)
- Finance
- Microeconomics and Macroeconomics
- Spanish
- Microsoft Office
- Reading Comprehension

- Writing and Grammar (includes Online Writing Lab for detailed, personalized critiques of any written assignments as well as "live tutors" to assist with pre-writing techniques, research strategies, documentation, grammar, and mechanics).

Assistance is available in the following formats:

- Connect "live" with an e-structor.
- Submit writing for any subject and have it reviewed by an e-structor within 24 hours.
- Pre-schedule an online personal session.
- Submit a question and get a response, usually within 24 hours.
- Search the schedule to find out when certain tutors are on-duty.

STUDENT ACADEMIC SUCCESS & CAREER ENGAGEMENT (SASCE)

You are being referred to Student Academic Success & Career Engagement (SASCE) for assistance with general advising questions.

My comments are: (if you enter comments when creating the referral)

A staff member for SASCE will be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

STUDENT DIVERSITY & INCLUSION

You are being referred to [Student Diversity & Inclusion](#) (located in the American Indian Center) Student Diversity & Inclusion embraces and supports students as they work towards accomplishing academic goals at the University of North Dakota.

My comments are: (if you enter comments when creating the referral)

You can schedule an appointment using Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish and you will be taken to the Student Diversity & Inclusion page
- Click on an individual's name to view their profile
- Click Schedule Appointment within an individual's profile and move through the scheduling steps

You may also call 701.777.4291 to schedule an appointment. Please let me know if I can be of further assistance.

STUDENT EMPLOYMENT ASSISTANCE

You are being referred for student employment assistance at Student Financial Aid (located in Twamley Hall, Room 216).

My comments are: (if you enter comments when creating the referral)

STUDENT HEALTH

Your health is important to achieving educational success. Please consider visiting [Student Health Services](#) for additional consultation and/or evaluation. Student Health is located behind the Memorial Union in McCannel Hall. To make an appointment call 701.777.4500, or you may schedule an appointment online by clicking [here](#) and signing in with your UND username and password. Student Health's mission supports removing or modifying any health related barriers to learning. All UND students are eligible to receive services at Student Health.

My comments are: (if you enter comments when creating the referral)

STUDENT INVOLVEMENT

Your success is important to us! Please consider visiting the [Student Involvement Office](#) to learn about opportunities for getting involved in the UND campus community either by engaging with a student organization or by participating in one of the various programs offered each semester. The Student Involvement Center is located on the main level of Wilkerson Commons or you can reach the office by phone at 701.777.4200. There are numerous opportunities available for you to get involved with the campus community and the staff members in the Student Involvement Office are happy to assist you in any way they can.

My comments are: (if you enter comments when creating the referral)

STUDENTS IN TRANSITION

You have been referred to UND's Students in Transition Team for assistance with your future at UND. Whether you are searching for the right major, unsure about your career path, or need help evaluating your earned credits, Amanda Peters and Kyle Braun would be happy to help.

My additional comments: (if you enter comments when creating the referral)

Kyle and/or Amanda will contact you via email or phone by the end of the next business day to follow up on this referral. In the meantime, you are encouraged to [schedule an appointment](#) with UND's Students in Transition Team.

STUDY ABROAD

You are being referred to the [Study Abroad Office](#) (located in McCannel Hall, Room 190) to discuss your interest in studying abroad.

My comments are: (if you enter comments when creating the referral)

You can schedule an appointment with the Study Abroad Office using Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish and you will be taken to the Study Abroad page
- Click on an individual's name to view their profile

- Click **Schedule Appointment** within an individual's profile and move through the scheduling steps

A Study Abroad Advisor will also be contacting you via email or by phone by the end of the **next** business day to follow up on this referral.

TRIO/McNAIR

[TRIO/McNair](#) is a program for First Generation, Pell eligible students and/or students from underrepresented backgrounds who have an interest in receiving a Ph.D. McNair offers research opportunities and stipends, pairs you with a faculty mentor to complete undergraduate research, prepares you for graduate school, offers GRE prep course, and graduate school exploration. If you are interested in exploring the opportunity to be a McNair Scholar, please contact Patrice Giese at 701.777.4910.

My comments are: (if you enter comments when creating the referral)

TRIO/STUDENT SUPPORT SERVICES

[TRIO/Student Support Services](#) is a program that serves First Generation and Pell eligible students on campus. Student Support Services offers free one-on-one tutoring, financial aid assistance, early registration, academic advisement, and a host of other services aimed at assisting in your academic success. Student Support Services is located on the 3rd Floor of McCannel Hall, please stop by or call 701.777.3426 to make an appointment with an advisor.

My comments are: (if you enter comments when creating the referral)

UNIVERSITY COUNSELING CENTER

This contact is in follow-up to the conversation we had recently. I would like to make you aware that further discussion with a counselor might be of benefit for you.

My comments are: (if you enter comments when creating the referral)

The [University Counseling Center](#) is available to you and services there are covered by your student fees. You can access them at McCannel Hall, Room 200 or contact them by phone at 701.777.2127, during University business hours.

WELLNESS CENTER

Improving your personal health and wellness will play a vital role in helping you achieve success in the classroom. The department of Wellness & Health Promotion offers a variety of programs and services designed to improve your well-being through the "Seven Dimensions of Wellness" (social, emotional, spiritual, environmental, occupational, intellectual, & physical). With programs ranging from group exercise classes, intramural sports, and healthy cooking classes, we have something that will be a fit for you. You can also visit the UND Student [Wellness Center](#), where you will have access to an indoor walking/running track, health & wellness resources, quiet spaces for reflection and meditation, a rock

wall, and strength/cardiovascular equipment. Please consider visiting the UND Student Wellness Center for a consultation to learn how we can best meet your health and wellness needs. The UND Student Wellness Center is located just west of the Ralph Engelstad Arena (801 Princeton Street). To get started, you may contact Stephanie Hoffman, Assistant Director of Programs, at 701.777.2943 or via email at stephanie.r.hoffman@und.edu. All enrolled UND students are eligible to access the UND Student Wellness Center with their UND Student ID Card.

My comments are: (if you enter comments when creating the referral)

WRITING CENTER

You are being referred to the [Writing Center](#) (located in Merrifield Hall, Room 12) to work with a writing consultant on writing and revision strategies.

My comments are: (if you enter comments when creating the referral)

To schedule an appointment, please click [here](#).