

Learning Center Student Referral in Banner Self-Serve

1. Login to Banner Self-Serve
2. Select Faculty Services
3. Select Learning Center Student Referral
4. Choose a course from the menu that you would like to make the Learning Center Student Referral and select:

Next Page

Learning Center Student Referral Form - Windows Internet Explorer

https://bqa3ss.monroecollege.edu/pls/bqa3/BWCKYSWPS.py_CreateSurvey?app_in=STUD_REFERRAL

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Learning Center Student Referral Form

MCC MONROE COMMUNITY COLLEGE
A Unit of the State University of New York

Personal Information Alumni and Friends Student Faculty Services Employee

Search [] Go SITE MAP HELP EXIT

Name: Term: 200950 Summer 2009 Survey Status: Not Completed

Learning Center Referral

Instructors who determine their students need to use the learning centers to accomplish course objectives can use this form to refer students to the learning centers electronically. The form will allow you to send a referral to all students in your class or to a specific individual. They will receive an email with the information you specify, once you complete the form.

Survey Status will appear as "not completed" due to the fact that this is an ongoing survey, and students can be referred multiple times to the learning centers. Please note that upon exiting the survey, a message will appear that you have submitted your data.

* - indicates a required field.

* **Select a Course:**

CRN	DESCRIPTION
<input checked="" type="radio"/> 60311	Automotive Technology Coop III
<input type="radio"/> 60313	Elect 2 - Automotive Theory
<input type="radio"/> 60316	Auto Tech Appren Exper I

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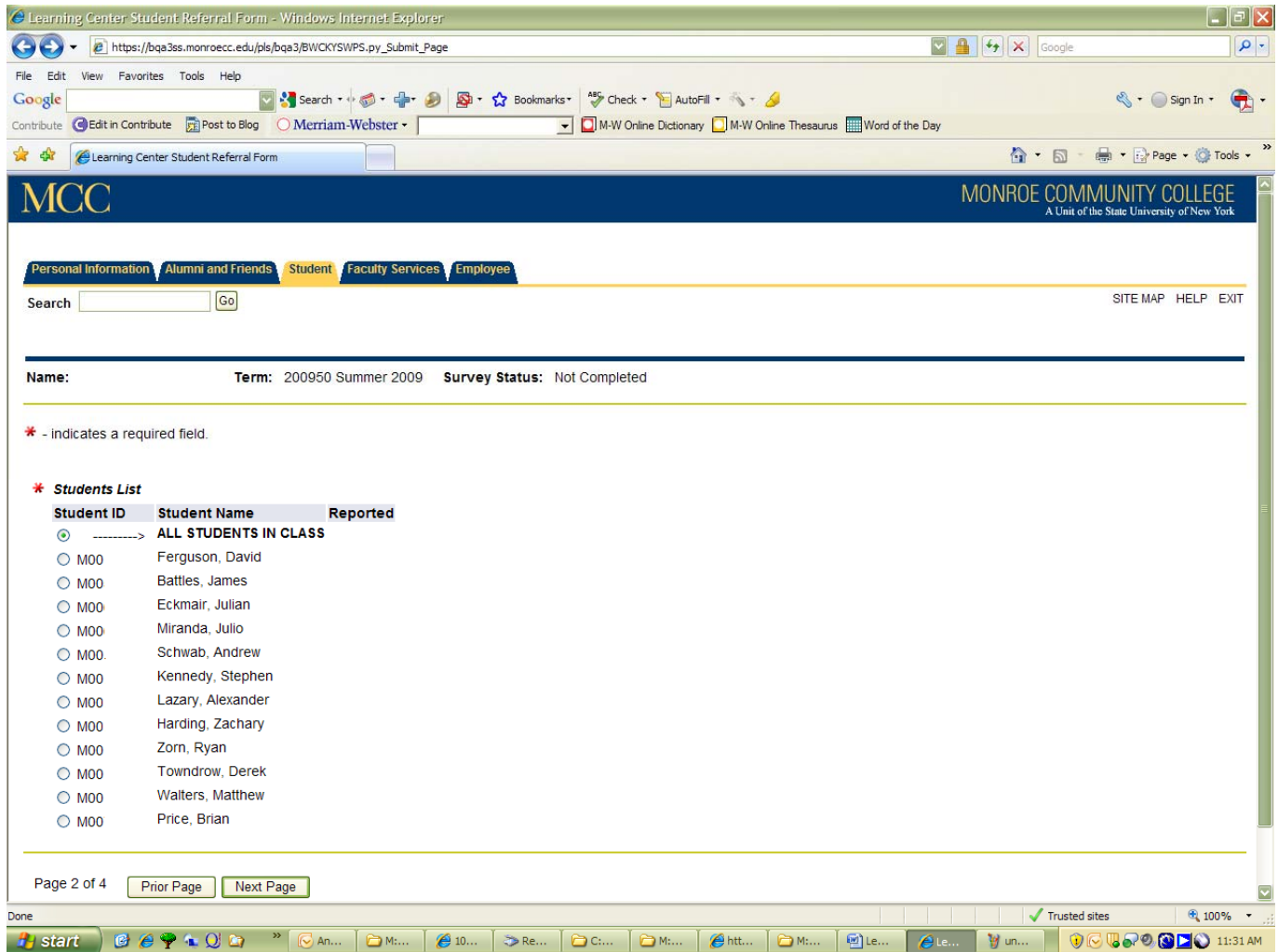
RELEASE: 7.4S2.3 powered by SUNGARD HIGHER EDUCATION

Done Trusted sites 100%

start And... M:\... 100... Re... C:\... M:\... http... M:\... Lear... Lear... 11:28 AM

5. Here you can select ALL STUDENTS IN THE CLASS or an individual student to refer to the Learning Center (s). If you only have a few students to add, you need process the entire referral for each student one at a time.

Please note that if you select ALL STUDENTS IN THE CLASS the date reported will not appear.

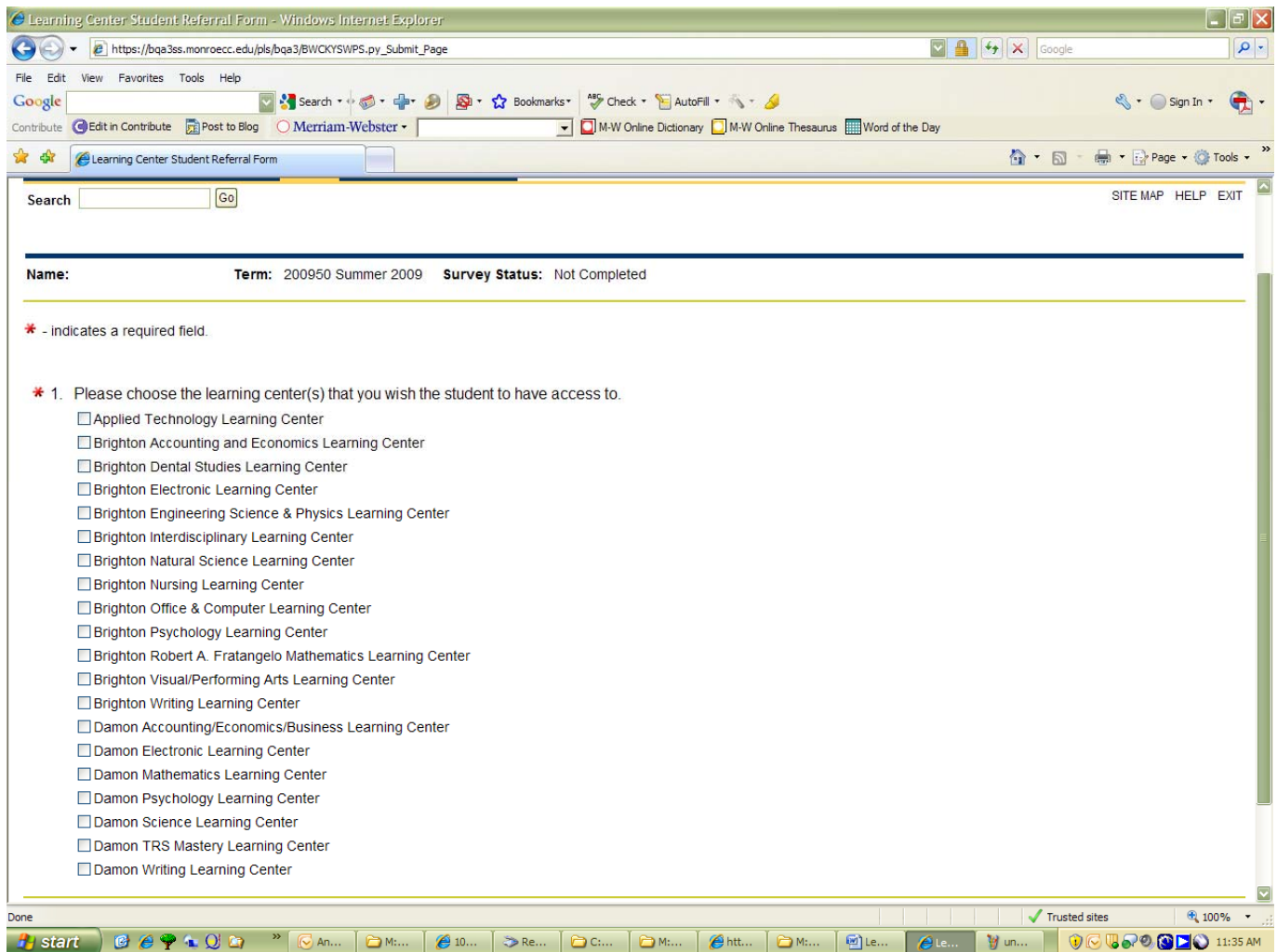


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Next Page

At the bottom of the page select

6. This next page is where you select the Learning Center (s) that you would like to refer your students to. You can select multiple Learning Centers, scroll down the page to see the entire list.

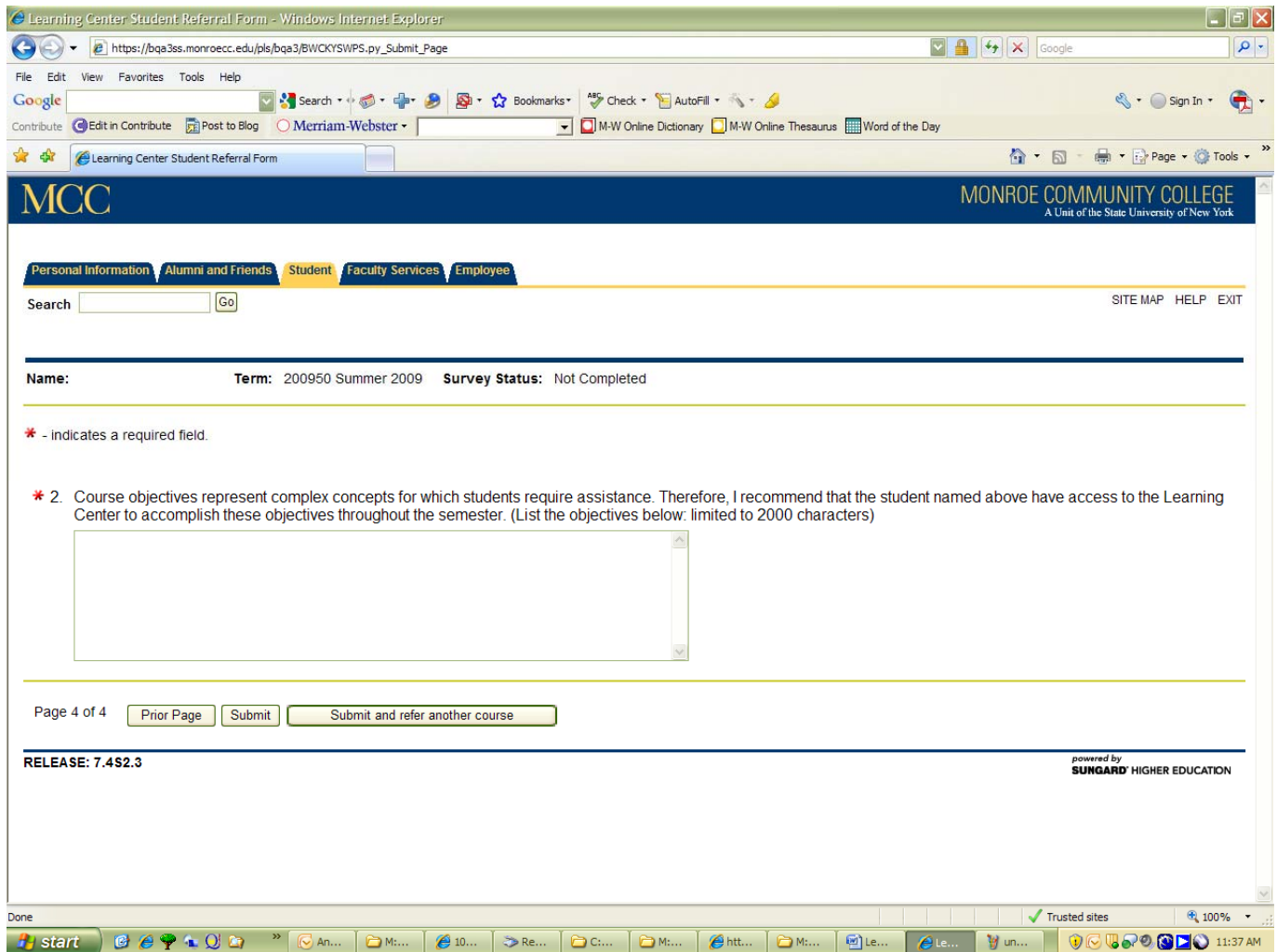


Select either



to continue or to make any changes.

7. In the next screen is where type in or copy & paste from another document, the course objectives for which you are referring the student(s). There is a limit of 2,000 characters (which is about 8-tenths of a page of text).



Select or

Please note that if you select you will not be prompted that your data has been submitted until you are completely done with the referrals and select .

Every night a process will take place that will look for all newly submitted referrals and send an individualized email to the students. The content of the email is below:

Email Content

Dear <Stu_Name>,

Your professor is referring you to the following Learning Center(s):

<Learning Center list>

This is being done so that you can further accomplish the course objectives in <course_title>:

<Objective list>

For further information about the course objectives, please see your professor.

From fitness to physics, MCC provides learning and resource centers where students with diverse interests and needs can receive assistance from faculty tutors, video instruction or computer software. Learning Centers provide access to current technology (for example, computers, printers, audiovisual equipment, and more) in a safe, secure, comfortable environment with courteous and knowledgeable staff.

For more information on the Learning Centers go to:

[MCC College Directory - Learning & Resource Centers](#)