

Learning Center Referral In Banner Self-Serve

Login to Banner self-serve and

1. Select Faculty Services
2. Select Learning Center Student Referral
the following screen should appear (but with different courses listed)

Learning Center Student Referral Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Settings Contribute Edit in Contribute Post to Blog

Address https://secure.monroec.edu/pls/bpr1/BWCKY5WP5.py_CreateSurvey?app_in=STUD_REFERRAL Go

Google

Personal Information Alumni and Friends **Student** Faculty Services Employee

Search Go SITE MAP HELP EXIT

Name: : **Carl F. Gauss** Term: 200890 Fall 2008 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.

* - indicates a required field.

Your name will appear here

* **Select a Course:**

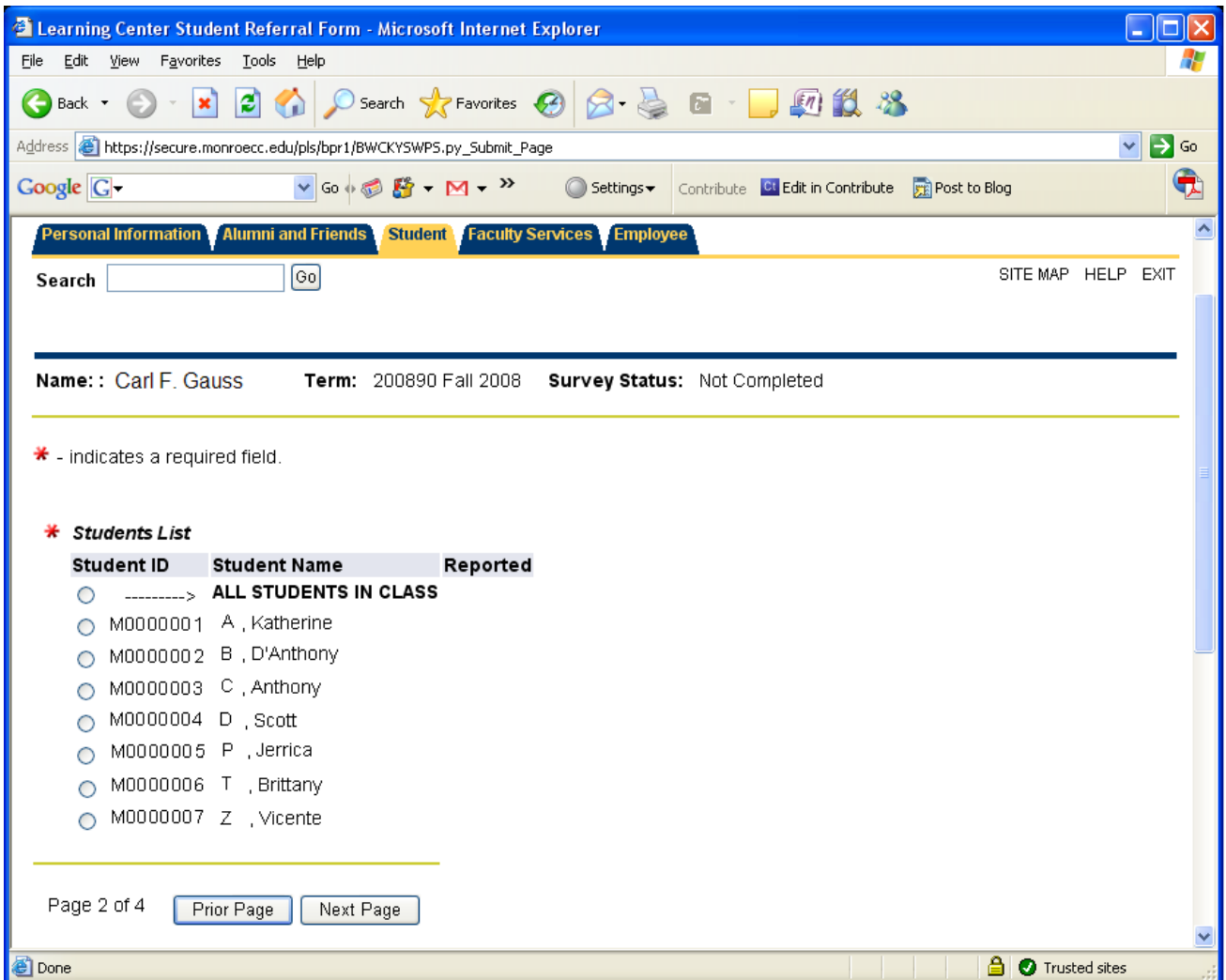
CRN	DESCRIPTION
<input type="radio"/> 12345	Modern Business Mathematics
<input type="radio"/> 12345	Intro to College Studies
<input type="radio"/> 12345	Ele Alg Rev Lab (Non-Credit)*
<input type="radio"/> 12345	Precalculus with Analytic Geom
<input type="radio"/> 12345	Intermediate Algebra with Trig

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Done Trusted sites

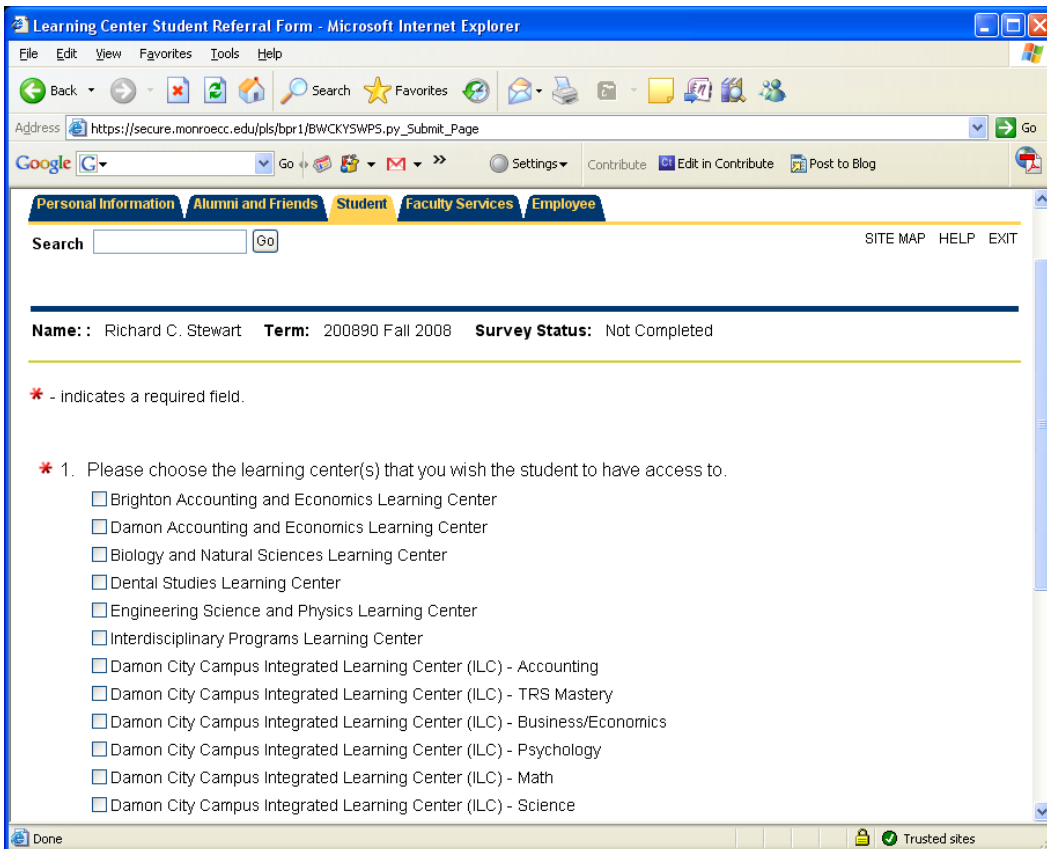
3. Select a course from the menu and click on

4. You can select all students or an individual student in the following screen that appears:



If you only have a few students to add, you need to do them one at a time.

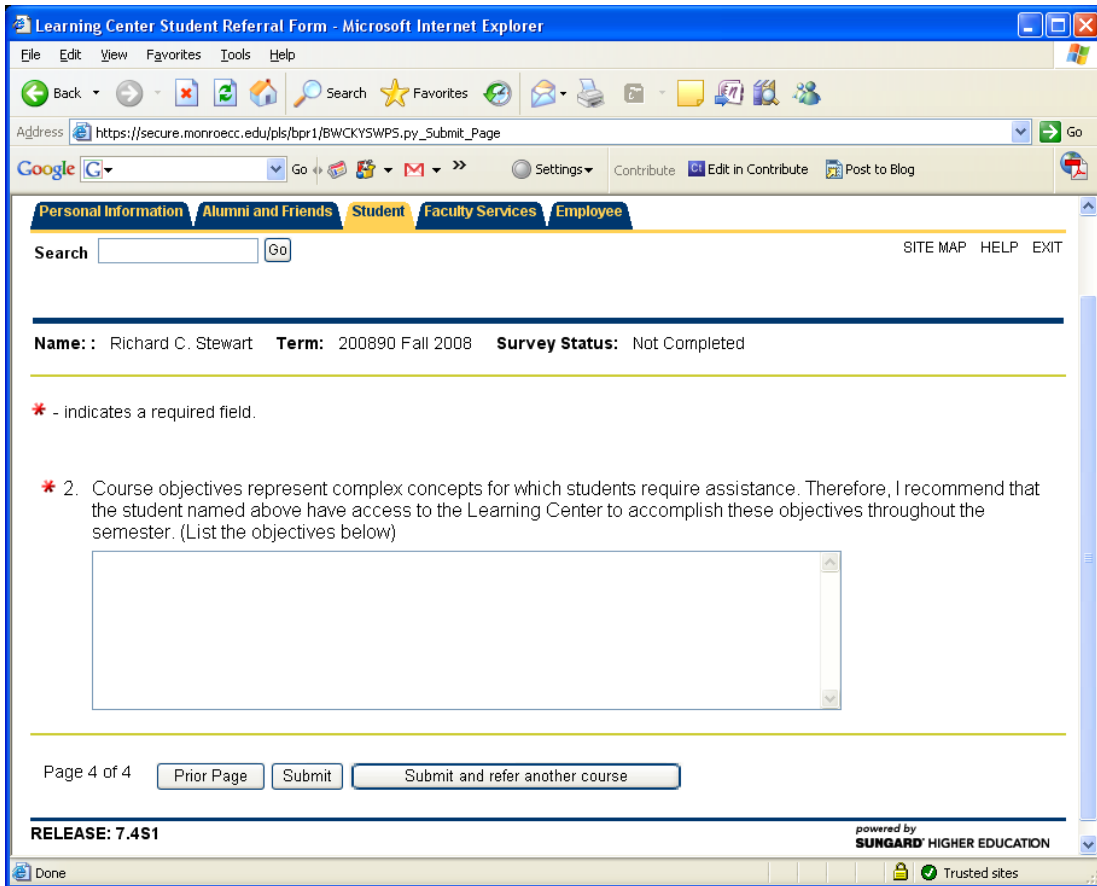
5. At the bottom of the page, you can click on [Next Page](#) or [PriorPage](#)
If you select “Next Page” you’ll arrive at a screen that will allow you to select multiple learning centers.



Select all the learning centers that you would like to refer your students to (scroll down to see the complete list).

Click on either [Next Page](#) to continue or [PriorPage](#) to make any changes.

6. In the next screen you can type in your course objectives for which you are referring the student(s) (and can also just copy & paste). There is a limit of 2,000 characters (which is about 8-tenths of a page of text).



7. Click on **Prior Page** , **Submit** , or **Submit and refer another course**

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

Email Content

Dear <Stu_Name>,

Your professor is referring you to the following learning centers:

<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

<http://www.monroecc.edu/etsdb/staffdir.nsf/CollegeDir-Learn?OpenView>