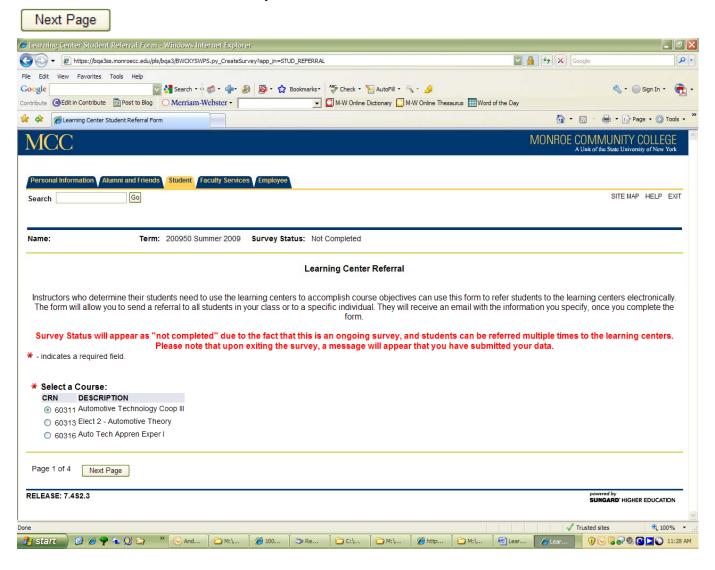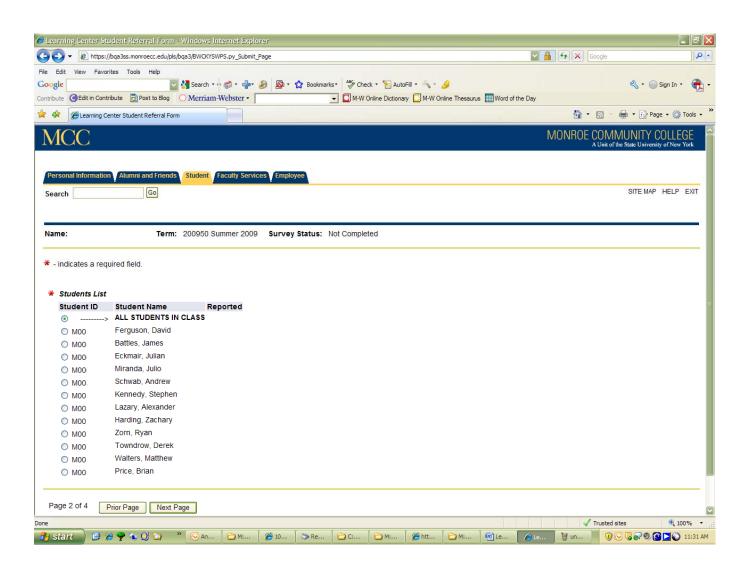# Learning Center Student Referral
in
Banner Self-Serve

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

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.

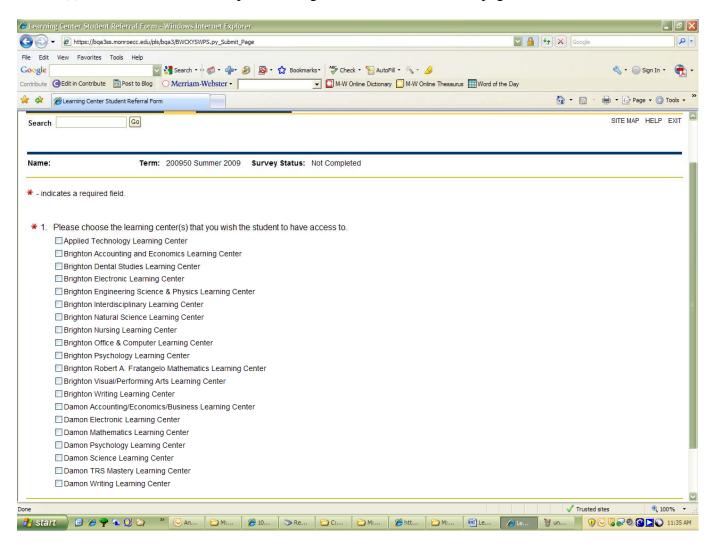Please note that if you select ALL STUDENTS IN THE CLASS the date reported will not appear.

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 student(s) to. You can select multiple Learning Centers, scroll down the page to see the entire list.

Select either [Prior Page] [Next Page] to continue or to make any changes.

7. This next page is where you can type in or copy & paste the objectives for the student using the learning center. Please note 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:

<u>Email Content</u>

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