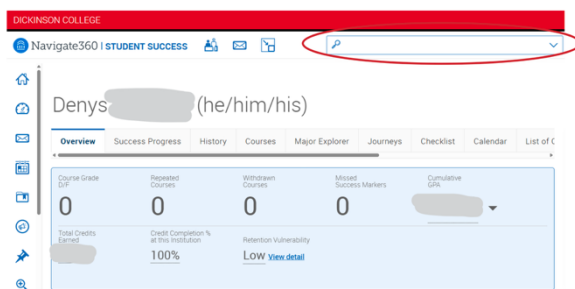


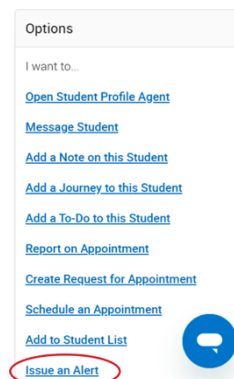
How do I recommend a student for PACT?

Faculty wishing to recommend a student for the PACT program should **submit an alert** through **Navigate**.

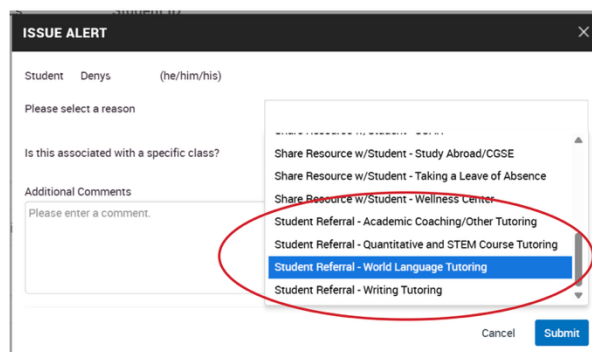
1. Use the **search bar** at the top of your Navigate page to find the student for whom you wish to issue an alert.



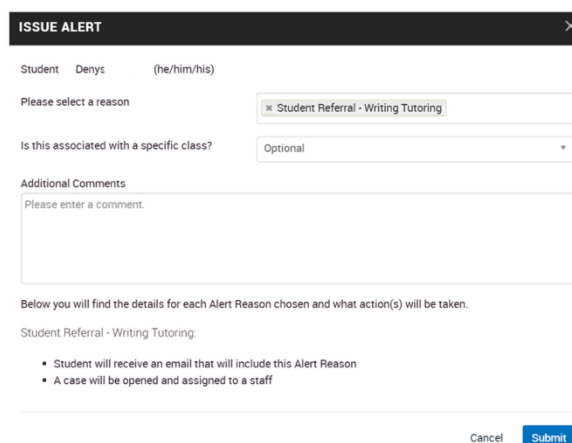
2. On the right side of the screen, under the student's picture (if there is one) is a list of **Options**. Select **“Issue an Alert”**.



3. An **Issue Alert** box will open. In the **“Please select a reason”** drop-down menu, select **“Student Referral”** and pick the appropriate option from the four choices.

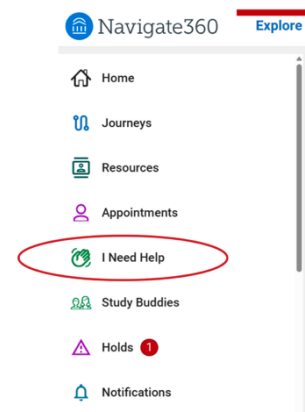


4. Select the **class** related to the referral from the drop-down menu. Please provide as much additional information as you can in the **“Additional Comments”** section. This could include information on how often the student has attended office hours, the student's current grade in the class, or any other observations you have. Doing so helps us determine the appropriate level of support for the student.

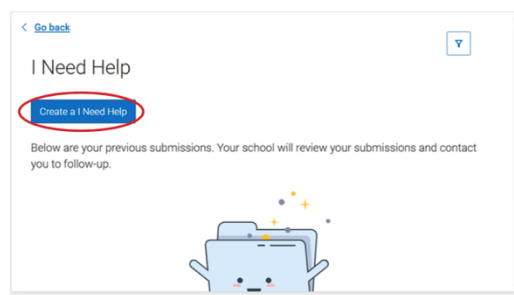


Students can also request help from the PACT program by using the “**I need help**” function through **Navigate**.

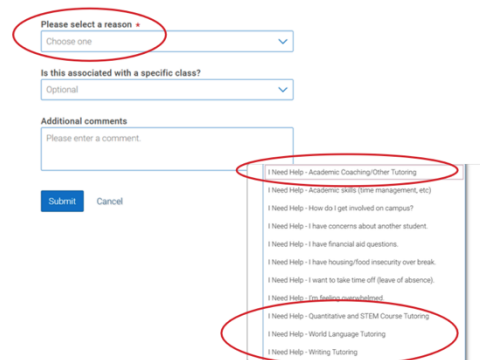
1. From Gateway, click the **Navigate** icon.
2. In the left menu, click “**I need help**”.



3. Click the blue **Create a I Need Help** button.



4. A new window will open. In the “**Please select a reason**” drop-down menu, select the type of tutoring you are looking for (Quantitative and STEM Course Tutoring, World Language Tutoring, or Writing Tutoring). If you are not sure what to pick, select “Academic Coaching/Other Tutoring”.



5. Select the **class** related to the referral from the drop-down menu. Please provide as much additional information as you can in the “**Additional Comments**” section. Doing so will help us match you with appropriate resources as quickly as possible.

A screenshot of the 'Please select a reason' dropdown menu. The dropdown is open, showing a list of options. The option 'I Need Help - Academic Coaching/Other Tutoring' is circled in red. Other options include 'I Need Help - Academic skills (time management, etc)', 'I Need Help - How do I get involved on campus?', 'I Need Help - I have concerns about another student', 'I Need Help - I have financial aid questions', 'I Need Help - I have housing/food insecurity over break', 'I Need Help - I want to take time off (leave of absence)', 'I Need Help - Timekeeping/attendance', 'I Need Help - Quantitative and STEM Course Tutoring', 'I Need Help - World Language Tutoring', and 'I Need Help - Writing Tutoring'.