

Instructions: Internal Referral Form

The Internal Referral Form is to be used when referring a student to the following services: Counseling, Health & Wellness Center, Health Center, Campus Ministry, Residence Life, and Academic Achievement. The form is a tool which provides the student with information regarding the reasons for the referral as well as the phone numbers for the referred services. This form is also an opportunity for staff and faculty to inform the referral source of the referral. The instructions for using this form are as follows:

1. After noting that a referral would be beneficial for a student, fill in the blank spaces on the form. The form will have three copies (white, yellow, and pink).
2. Talk to the student about the reason for the referral and give them the pink copy of the form. Instruct the student that they need to call the appropriate office to make an appointment. *
3. Send the yellow copy of the form to the director of the referred service.
4. Keep the white copy of the form for your own records.
5. This next step is specific to the Counseling, Health & Wellness Services. After the referral is received, the director will assign the referral to one of the counselors based on their availability and expertise. While it is preferred for the student to initiate contact for services, it is also understood that this is not an easy thing to do. If the student has not made contact with Counseling, Health & Wellness Services after forty-eight hours from the date on the referral form, the counselor will follow up with the student by phone to inform of the referral and offer support through counseling.
6. Give the student forty-eight business hours to respond. If no response after the third try, document all the calls, indicating date and time you called the student, on the Internal Referral Form and place the original copy in the yellow folder, which is titled "Misc. Concerns, Second-hand reports of MHS", this folder is found in front of the personal active counseling files in the file room, and put a copy of the form in the student's file. (The yellow folder contains Inquiry & Call Referrals, as well as Academic dismissal letters which the Academic Dismissal Committee decided on and the Dean of Students signed.)

If you have any specific questions regarding this process, please do not hesitate to contact the Counseling, Health & Wellness office at Ext. 2905.

*At times, it may not be possible to inform the student of the referral (ex/ the student does not come to class). If this is the case, please make note of this on the referral form prior to sending it to the office of the referred services.

**AQUINAS COLLEGE
COUNSELING, HEALTH & WELLNESS SERVICES
INTERNAL REFERRAL FORM**

Date _____

Dear _____,

As a result of our meeting/conversation regarding the following concern/s:

2. _____ Date: _____

2. _____ Date: _____

2. _____ Date: _____

I am referring you to the following services:

| | |
|--------------------------------------|-----------|
| Advantage Center | ext. 2126 |
| _____ Health Center | ext. 2969 |
| _____ Campus Ministry | ext. 2489 |
| _____ Residence Life | ext. 2944 |
| _____ Academic and Learning Services | ext. 2166 |
| _____ Other _____ | |

Copies of this referral will be sent to the directors of the offices that are checked. We are hoping that you will take advantage of these services and are confident that using these services will allow you to be a more effective student while you are at Aquinas College.

If you are referred to Counseling, Health & Wellness Services, please contact the office within two weeks to schedule an appointment. If an appointment has not been scheduled within that time, a staff member will contact you to do so.

Staff/Faculty _____

Staff/Faculty Phone # _____

Student Signature _____

Student Phone # _____