

## Example Referral Email sent to student:

### Academic Advising Referral:

Subject: Please Take Action on this Academic Advising Referral

Dear [Student First Name],

Below you will find a referral that I believe will help you. Please follow-up with your academic advisor as quickly as possible to get the assistance you need. You can find the name and contact information of your advisor in myGate, Academics tab. Additional resources can be found on the [Academic Advising Website](#).

**Referral Name:** [Referral Name]

**Course (if applicable to this referral):** [Course Name]

**Comments:** [Add Notes]

Did you know that students who use the campus support services in **My Success Network** in Starfish are more likely to pass their courses and complete their academic goal(s)? Check out your My Success Network in your Starfish account.

Sincerely,

[Creator Name]

### Financial Aid Referral:

Subject: Please Take Action on this Financial Aid Referral

Dear [Student First Name],

Below you will find a referral that I believe will help you. Please follow-up with the staff in Student Financial Services as quickly as possible to get the assistance you need. Please check your myGate Money tab for more information. Additional contact information and resources can be found on these websites hyperlinked below:

[Financial Aid](#) Email: msu.sfa@murraystate.edu

[Bursar's Office](#) Email: msu.bursar@murraystate.edu

[Scholarship Office](#) Email: msu.scholarships@murraystate.edu

**Referral Name:** [Referral Name]

**Course (if applicable to this referral):** [Course Name]

**Comments:** [Add Notes]

Did you know that students who use the campus support services in **My Success Network** in Starfish are more likely to pass their courses and complete their academic goal(s)? Check out your My Success Network in your Starfish account.

Sincerely,

[Creator Name]

## **Student Success Referral:**

**Subject:** Subject: Please Take Action on this Financial Aid Referral

**Dear [Student First Name],**

Below you will find a referral that I believe will help you. Please follow-up with the staff in Student Engagement and Success as quickly as possible to get the assistance you need. Additional resources can be found on the [Student Engagement and Success website](#). Appointments with Peggy Whaley and Kate Johnson can easily be made through their online appointment scheduling sites.

- Peggy Whaley - <https://pwhaley.youcanbook.me/>
- Kate Johnson - <https://kjohnson94msu.youcanbook.me/>

**Referral Name:** [Referral Name]

**Course (if applicable to this referral):** [Course Name]

**Comments:** [Add Notes]

Did you know that students who use the campus support services in **My Success Network** in Starfish are more likely to pass their courses and complete their academic goal(s)? Check out your My Success Network in your Starfish account.

Sincerely,

[Creator Name]

## **Tutoring Referral:**

**Subject:** Subject: Please Take Action on this Tutoring Referral

**Dear [Student First Name],**

Below you will find a referral that I believe will help you. Please take advantage of the free tutoring available to you. Visit this website to find the free and fee-based tutoring offered at Murray State: [Tutoring Options](#).

**Referral Name:** [Referral Name]

**Course (if applicable to this referral):** [Course Name]

**Comments:** [Add Notes]

Did you know that students who use the campus support services in **My Success Network** in Starfish are more likely to pass their courses and complete their academic goal(s)? Check out your My Success Network in your Starfish account.

Sincerely,

[Creator Name]

## **Career Services Referral:**

**Dear [Student First Name],**

Below you will find a referral that I believe will help you. Please follow up with Colleen Anderson in Career Services located in 100 Applied Science Building as soon as possible to get the assistance you need quickly. Career Services Phone: 270.809.3735; Email: [msu.careerservices@murraystate.edu](mailto:msu.careerservices@murraystate.edu). Additional resources can be found on the [Career Services Website](#).

**Referral Name:** [Referral Name]

**Course (if applicable to this referral):** [Course Name]

**Comments:** [Add Notes]

Did you know that students who use the campus support services in **My Success Network** in Starfish are more likely to pass their courses and complete their academic goal(s)? Check out your My Success Network in your Starfish account.

Sincerely,

[Creator Name]