How to send an academic referral/contact Advising:
1. Compose an email to advising@chc.edu, explaining your concerns with the student. Please let us know the student’s full name, ID number, and course that you’re teaching. The more information that we have, the better we can assist you with the student. It is essential that you contact us at the first sign of difficulties.

2. Or call Advising:  215-248-7071 (Clare M. Doyle)
   215-242-7729 (Nikki Lockhart- Academic Advisor for student-athletes)
   215-248-7141 (Michael Peterson)
   215-248-7199 (Kaitlin Wolfert)

When to send a referral/contact Advising:
1. If you do not see a student (especially First-Year students) after two classes, contact Advising. Waiting too long to contact us about absences may be too late for the student to salvage her/his grade.
2. If a student performs poorly on a quiz or test, contact Advising.
3. If a student does not complete the assigned homework, contact Advising.
4. If a student is consistently late to class and disruptive, contact Advising.
5. If you have concerns about the student and you feel there is something amiss with her/him, contact Advising.

Follow-up from Advising:
1. After we receive a referral, the Office of Academic Advising will send out a formal notice (via email) to the student, professor, and the faculty advisor. With student-athletes, their head coach is also notified.
2. The student is asked to follow-up with the academic advisor who sent out the referral as well as the professor. As academic advisors, we try to help the student as best we can. If you do not hear from the student, you should address this issue with her/him as well.
3. Depending on the severity of the issue, we, as academic advisors may continue to have meetings with the student weekly. Please continue to contact us with any additional issues or concerns.
4. We are not permitted to share information concerning a student with other professors; we address the problems the student is having with you in your class.

As always, thank you for all of your help with our students. It really does take a community to graduate a student.