



## REFERRAL EMAIL TEMPLATES



### CENTERS FOR ACADEMIC SUCCESS REFERRAL

From: Raiser's email address

To: Student's CSN email address

Subject: Tutoring Referral

Dear Student's name,

I care about your success in Course name! I'd like you learn more about the Centers for Academic Success to determine what type of support is available for your coursework. Please visit one of the Centers for Academic Success at your earliest convenience. The College of Southern Nevada has many resources and support services available to assist you.

#### Centers for Academic Success Resources

- Communication Center
- Math Resource Center
- Reading Center
- Science Resource Center
- Supplemental Instruction
- Tutorial Learning Center
- Writing Center

Charleston.....Building D, Room 203..... 702-651-5732

Henderson.....Building C, Room115 (Computer Lab)..... 702-651-3125

North Las Vegas.....Building C, Room 2651 (Computer Lab)..... 702-651-4232

For more information about all of the resources available to you in the Centers for Academic Success, please visit [www.csn.edu/centers-academic-success](http://www.csn.edu/centers-academic-success) .

Here are my additional comments:

Raiser's comments

Sincerely,

Raiser's name

## LIBRARY SERVICES REFERRAL

From: Raiser's email address  
To: Student's CSN email address

Dear Rachel,

I'd like you to contact Library Services to arrange a session with a trained librarian. This session will provide tips and tools to utilize our CSN library in order to help you successfully complete your assignments. Once you connect with your librarian, please let me know if you need anything else to support your success.

Here are my additional comments:

Raiser's comments

Sincerely,  
Raiser's name

## ADVISING & COACHING SERVICES REFERRAL

From: Raiser's email address  
To: Student's CSN email address

Subject: Advising & Coaching Services Referral

Dear Student's name,

I care about your success! Advising and Coaching Services (ACS) may be able to help. ACS can provide you with the necessary tools which may help you better succeed in this class. CSN has many resources and support services available to assist you and ACS can help you identify the service which best fits your needs.

A representative from Advising and Coaching Services will be contacting you over the next several days to help you take advantage of the available resources CSN has to offer. Once connected with your Advisor/Success Coach, please let me know if there is any additional support I may provide. I am confident if we work together you will succeed.

Here are my additional comments:

Raiser's comments

Sincerely,  
Raiser's name