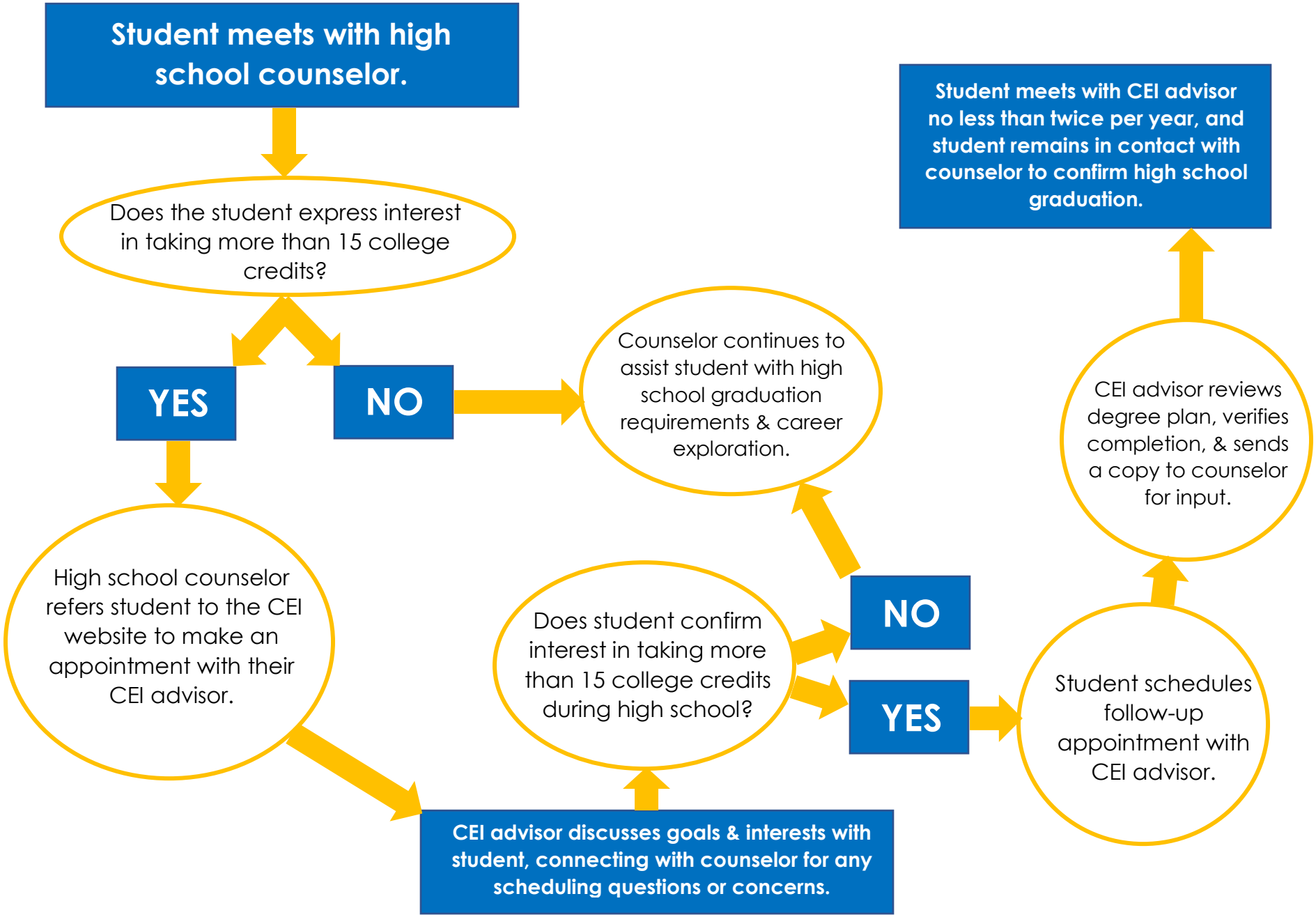CEI Advising Referral Process