



## Faculty and Staff Guide: Raising Referrals and Assigning To-Dos

### What is the purpose of Referrals?

A Referral is an item to send students to encourage them to make an appointment or visit a particular office on campus. The Referral information can be searched for as a population or viewed under the individual student profile.

### When should I raise a Referral?

You should raise a Referral to encourage the student to follow through with seeking out services and support on campus. Referrals are also good to send as a reminder to a follow-up conversation you've had with a student. Often a Referral may be created as a response to a Flag being raised on a student. For example, an instructor might create a *Tutoring or Other Academic Resources Referral* after the student has been Flagged for Improvement Needed. The Referral is then logged under the "Tracking" tab on the student's profile, where you will be able to view Referral history.

### What does the student receive?

When you select the Referral and hit save, it will send the student an email and Starfish notification about meeting with that particular office or service. Comments are required for some referrals to provide context or additional information to the student. A staff member of the service or office will reach out to the student, based upon the type of Referral.

**\*Please note that all Referrals and To-Dos raised on students are disclosable under FERPA. This means that students for whom any Referral or To-Do is raised will see information about these items if/when they request a report of their student records.**

Referral Name	When is this used?	Who can raise?	Who can view? (a + means this recipient receives an email notification when this occurs.)
Academic Success Office Referral	Use this to refer a student to the Academic Success Office. Comments required.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success + Athletics Office Provost's Office
Career Development Referral	Use this to refer a student to Career Development for major, vocational, and career exploration, internships, graduate school search and application review, job search strategies and early career jobs. Comments required.	Any faculty or staff	Student + Academic Success Career Development +

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Financial Aid Referral	Use this to refer a student to the Office of Financial Aid. Comments required.	Instructor Financial Aid Primary Advisor Academic Success Retention Committee	Student + Financial Aid + Primary Advisor Academic Success Retention Committee
International Office Referral	Use this to refer a student to the Office of International Programs (OIP). Comments required.	Any faculty or staff	Student + International Programs +
Student Accounts Referral	Use this to refer a student to the Business Office. Comments not required.	Business Office Financial Aid	Student + Business Office + Financial Aid + Retention Committee Academic Success
Tutoring or Other Academic Resources Referral	Use this to refer a student to the Peer or Athletic Tutoring Program, Group Help Tutoring Sessions, your Office Hours, or any other review sessions you provide to students. Comments required.	Instructor Primary Advisor Academic Success Athletics Office	Student + Instructor Primary Advisor Academic Success + Athletics Office + Campus Life VP Provost's Office

## *To-Dos*

The “To-Do” function of Starfish allows faculty and staff to assign specific tasks to students. To-Dos are generally academic in nature. This feature provides the capability for students to track each assigned task, and allows faculty or staff offices to follow up with students once a To-Do has been completed. Assigning a To-Do also includes an option for those who wish to assign a deadline for when the student is expected to have the task completed. A notification will be sent to the student via email and will also appear on the students’ Starfish Dashboard.

<b>To-Do Name</b>	<b>When is this used?</b>	<b>Who can raise?</b>	<b>Who can view?</b> (a + means this recipient receives an email notification when this occurs.)
Academic Success Plan Review and Discussion	The Academic Success Office will assign this To-Do for students on academic probation.	Academic Success Provost's Office	Student + Primary Advisor Academic Success Athletics Office Provost's Office
Attend Exam Preparation Meeting	Assign this To-Do when you want a student to meet with the Academic Success Office to discuss strategies for preparing for exams.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office

<b>To-Do Name</b>	<b>When is this used?</b>	<b>Who can raise?</b>	<b>Who can view?</b> (a + means this recipient receives an email notification when this occurs.)
Attend Group Help Tutoring Session	Assign this To-Do when you want a student to attend a group help tutoring session for a particular subject.	Provost's Office Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Attend Study Skills Meeting	Assign this To-Do when you want a student to meet with the Academic Success Office to discuss strategies for effective studying.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Attend Time Management Strategies Meeting	Assign this To-Do when you want a student to meet with the Academic Success Office to discuss time management strategies.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Complete Required Medical Forms	Assign this To-Do when you want a student to complete their medical forms. Comments required.	Campus Life VP Counseling Director	Student + Athletics Office Campus Life Deans Campus Life VP Counseling Director
Dedicate Time for Studying!	Assign this To-Do to reinforce that students should be studying at least 30 minutes a day, 5 days a week for each of their classes.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Meet With Me to Discuss Your Grade Average	Assign this To-Do when you want a student to meet with you to discuss their grade average/status in the class, and/or to receive suggestions for improvement. Comments required.	Instructor	Student + Instructor Academic Success Provost's Office
Meet with Your Advisor	Assign this To-Do when you want a student to meet with their academic advisor.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success Athletics Office Campus Life Deans Career Development Provost's Office

<b>To-Do Name</b>	<b>When is this used?</b>	<b>Who can raise?</b>	<b>Who can view?</b> (a + means this recipient receives an email notification when this occurs.)
Meet with Your Instructor	Assign this To-Do when you want a student to meet with their instructor in a specific course. Comments required.	Primary Advisor Academic Success Athletics Office Provost's Office	Student + Primary Advisor Academic Success Athletics Office Provost's Office Instructor
Read your books and articles for class!	Assign this To-Do to reinforce that a student dedicate time for reading the required course material.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Schedule Appointment with Writing Center	Assign this To-Do when you want a student to schedule an appointment with the Writing Center.	Instructor Primary Advisor Academic Success Athletics Office Provost's Office	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office
Set Up Your Starfish Profile	Assign this To-Do when you want a student to set up their Starfish profile with their contact information and notification preferences.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office