



Student Guide: Flags and Kudos

Flags

The “Flag” feature of Starfish is an early alert system that allows students to effectively communicate with faculty and staff regarding academic and financial matters via the Starfish platform in an effort to connect them with the appropriate resources on campus to address their individual needs.

Below is a list of all flags in the Starfish system that students can raise and view. The list is divided into three parts: faculty/staff-raised flags, system-raised flags, and student-raised flags.

Faculty/Staff-Raised Flags

Faculty and staff have the ability to manually raise flags to alert students that there may be academic or financial concerns that need to be addressed.

Flag Name	When is this used?	Who can raise?	Who can view?
UG-Academic Probation	The Dean of Academic Programs raises this flag when a student is on academic probation.	<ul style="list-style-type: none"> ● Provost's Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Office of Financial Aid ● Coordinator for Academic Success ● Registrar's Office
UG-Academic Suspension	The Dean of Academic Programs raises this flag when a student is on academic suspension.	<ul style="list-style-type: none"> ● Provost's Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Office of Financial Aid ● Coordinator for Academic Success ● Registrar's Office
UG-Assignments	Faculty raise this flag when a student's assignments are missing, late, or of inconsistent quality.	<ul style="list-style-type: none"> ● Course Instructor ● Coordinator for Academic Success 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans

UG-Class Attendance Warning	Faculty raise this flag when a student is approaching the maximum number of absences allowed in their course.	<ul style="list-style-type: none"> ● Course Instructor ● Registrar's Office 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans ● Registrar's Office
UG-Did Not Attend Orientation	Career Development staff raise this flag when a student does not attend new student orientation.	<ul style="list-style-type: none"> ● Career Development 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans ● Career Development
UG-Did Not Attend Sophomore Career Check-In	Career Development staff raise this flag when a student does not attend their pre-scheduled sophomore career check-in appointment.	<ul style="list-style-type: none"> ● Career Development 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Career Development
UG-Failure Due to Absences	The Registrar's Office raises this flag when a student has failed a course due to excessive absences.	<ul style="list-style-type: none"> ● Registrar's Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success ● Registrar's Office ● Retention Committee
UG-Financial Aid Concern	The Office of Financial Aid raises this flag when a student has a significant financial aid concern.	<ul style="list-style-type: none"> ● Office of Financial Aid 	<ul style="list-style-type: none"> ● Student ● Academic Advisor ● Office of Financial Aid ● Campus Life Deans ● Residence Life
UG-Graduation Application - Urgent	The Registrar's Office raises this flag when a student has yet to complete their graduation application.	<ul style="list-style-type: none"> ● Registrar's Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Registrar's Office
UG-In Danger of Failing	Faculty raise this flag to alert a student and appropriate	<ul style="list-style-type: none"> ● Course Instructor 	<ul style="list-style-type: none"> ● Student ● Provost's Office

	staff that the student is in danger of failing their course.		<ul style="list-style-type: none"> ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success
UG-Internship Registration Incomplete	Faculty or staff raise this flag if a student has begun, but not completed, the internship registration process.	<ul style="list-style-type: none"> ● Academic Advisor ● Athletics Office (if student is athlete) ● Career Development ● Registrar's Office 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Athletics Office (if student is an athlete) ● Career Development ● Registrar's Office
UG-Missing Course Materials	Faculty raise this flag when a student is missing required course materials (after add/drop period ends).	<ul style="list-style-type: none"> ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans
UG-Needs Tutoring	Faculty raise this flag to suggest to a student that they would benefit from a tutor in their course content area.	<ul style="list-style-type: none"> ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success
UG-No Show (Roster Verification)	Faculty raise this flag to verify their course roster with the Registrar's Office (when a student does not show up after the add/drop period ends).	<ul style="list-style-type: none"> ● Course Instructor 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success ● Registrar's Office
UG-Tardiness	Faculty raise this flag when a student is consistently late to their class.	<ul style="list-style-type: none"> ● Course Instructor 	<ul style="list-style-type: none"> ● Student ● Course Instructor ● Academic Advisor ● Coordinator for Academic Success

System-Raised Flags

There are some flags that are automatically raised by the Starfish system, based upon information uploaded directly from Banner. While no one is able to manually raise these types of flags, it is important for students to be aware of the automated flags they are able to view that may show up on their profiles.

Flag Name	When is this used?	Who can raise?	Who can view?
UG-Deficient at Midterm	This flag is raised by the system when a student has two or more midterm grades of C- or below.	System	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success
UG-Good Academic Standing but Last Semester GPA <2.0	This flag is raised by the system when a student is in good academic standing, but their last semester GPA was below 2.0.	System	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Coordinator for Academic Success
UG-LIFE Scholarship Warning	This flag is raised by the system when a student's LIFE Scholarship eligibility is at risk (life GPA below 3.0).	System	<ul style="list-style-type: none"> ● Student ● Academic Advisor ● Coordinator for Academic Success ● Business Office ● Office of Financial Aid
UG-Need to Declare a Major	This flag is raised by the system when a student has yet to declare their major by the time they have completed 50 hours of coursework.	System	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans ● Career Development ● Registrar's Office
UG-Registration Hold	This flag is raised by the system when a student has any hold that prevents them from registering for courses.	System	<ul style="list-style-type: none"> ● Student ● Academic Advisor

Student-Raised Flags

The flags listed below are the ones that students are able to raise to request help from appropriate faculty and staff on campus.

Flag Name	When is this used?	Who can raise?	Who can view?
UG-I Am Thinking About Leaving PC	A student is able to raise this flag to alert appropriate faculty/staff on campus that they are considering leaving PC.	Student	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans ● Campus Life VP ● Residence Life
UG-I Need Academic Help	A student is able to raise this flag to alert appropriate faculty/staff on campus that they are in need of academic help.	Student	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Course Instructor (if course context is indicated) ● Academic Advisor ● Coordinator for Academic Success ● Athletics Office (if student is an athlete)
UG-I Need Financial Help	A student is able to raise this flag to alert appropriate staff on campus that they are in need of financial help.	Student	<ul style="list-style-type: none"> ● Student ● Business Office ● Office of Financial Aid
UG-Student Family Concern	A student is able to raise this flag to alert appropriate staff on campus that they have a family concern (e.g. illness/death/loss of employment, etc.).	Student	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Coordinator for Academic Success ● Athletics Office (if student is an athlete) ● Campus Life Deans ● Campus Life VP ● Counseling Center ● Counseling Director

Kudos

Starfish is not just for identifying potential problems. Faculty and staff will send “Kudos” to provide positive feedback when students perform well.

Kudos Name	When is this used?	Who can send?	Who can view?
UG-Dean’s List	The Registrar’s Office sends kudos when a student makes the Dean's List.	<ul style="list-style-type: none"> ● Provost's Office ● Registrar’s Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success ● Registrar’s Office
UG-Keep Up the Good Work	Faculty and staff are able to send a student kudos when they demonstrate good performance.	<ul style="list-style-type: none"> ● Provost's Office ● Academic Advisor ● Course Instructor ● Coordinator for Academic Success ● Career Development 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Course Instructor ● Coordinator for Academic Success ● Career Development ● Campus Life Deans
UG-President’s List	The Registrar's Office sends kudos when a student makes the President's List.	<ul style="list-style-type: none"> ● Provost's Office ● Registrar’s Office 	<ul style="list-style-type: none"> ● Student ● Provost's Office ● Academic Advisor ● Coordinator for Academic Success ● Registrar’s Office