



The Student Guide: Receiving Referrals and To-Dos

What is the purpose of Referrals and To-Dos?

A Referral is an item sent to you to encourage you to make an appointment or visit a particular office on campus. Faculty and staff will often send you Referrals as a reminder to a follow-up conversation you've had with them. Other times, a Referral may be created as a response to a recent Flag being raised. For example, you might receive a *Tutoring or Other Academic Resources Referral* after you have been Flagged for Improvement Needed. A To-Do is a reminder or suggestion for you to complete a certain recommendation.

How will I know if I receive a Referral or To-Do?

If you have been sent a Referral or a To-Do you will receive an email and a notification on your Starfish Dashboard about meeting with that particular office or service. Staff members of the service or office will often reach out to you, based upon the type of Referral. There may be some deadline dates added to To-Dos.

Referrals

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	Used to refer you to the Academic Success Office.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success + Athletics Office Provost's Office
Career Development Referral	Used to refer you to Career Development for major, vocational, and career exploration, internships, graduate school search and application review, job search strategies and early career jobs.	Any faculty or staff	Student + Academic Success Career Development +
Financial Aid Referral	Used to refer you to the Office of Financial Aid.	Instructor Financial Aid Primary Advisor Academic Success Retention Committee	Student + Financial Aid + Primary Advisor Academic Success Retention Committee

Referral Name	When is this used?	Who can raise?	Who can view? (a + means this recipient receives an email notification when this occurs.)
International Office Referral	Used to refer you to the Office of International Programs (OIP).	Any faculty or staff	Student + International Programs +
Student Accounts Referral	Used to refer you to the Business Office.	Business Office Financial Aid	Student + Business Office + Financial Aid + Retention Committee
Tutoring or Other Academic Resources Referral	Used to refer you to the Peer or Athletic Tutoring Program, Group Help Tutoring Sessions, faculty Office Hours, or any other review sessions provided.	Instructor Primary Advisor Academic Success Athletics Office	Student + Instructor Primary Advisor Academic Success + Athletics Office + Campus Life VP

To-Dos

To-Do Name	When is this used?	Who can raise?	Who can view? (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 any student on academic probation.	Academic Success Provost's Office	Student + Primary Advisor Academic Success Athletics Office Provost's Office
Attend Exam Preparation Meeting	This To-Do may be assigned when it's recommended that you 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
Attend Group Help Tutoring Session	This To-Do may be assigned when it's recommended that you 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	This To-Do may be assigned when it's recommended that you 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	This To-Do may be assigned when it's recommended that you 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

To-Do Name	When is this used?	Who can raise?	Who can view? (a + means this recipient receives an email notification when this occurs.)
Complete Required Medical Forms	This To-Do may be assigned when you need to complete any missing medical forms.	Campus Life VP Counseling Director	Student + Athletics Office Campus Life Deans Campus Life VP Counseling Director
Dedicate Time for Studying!	This To-Do may be assigned to reinforce that you should be studying at least 30 minutes a day, 5 days a week for each of your 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	This To-Do may be assigned when it's recommended that you meet with your instructor to discuss your grade average/status in the class, and/or to receive suggestions for improvement.	Instructor	Student + Instructor Academic Success Provost's Office
Meet with Your Advisor	This To-Do may be assigned when it's recommended that you meet with your academic advisor.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success Athletics Office Campus Life Deans Career Development Provost's Office
Meet with Your Instructor	This To-Do may be assigned when it's recommended that you meet with your instructor in a specific course.	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!	This To-Do may be assigned to reinforce that you should be dedicating time for reading your 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	This To-Do may be assigned when it's recommended that you 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	This To-Do may be assigned when it's recommended that you set up your Starfish profile with your contact information and notification preferences.	Any faculty or staff	Student + Instructor Primary Advisor Academic Success Athletics Office Provost's Office