
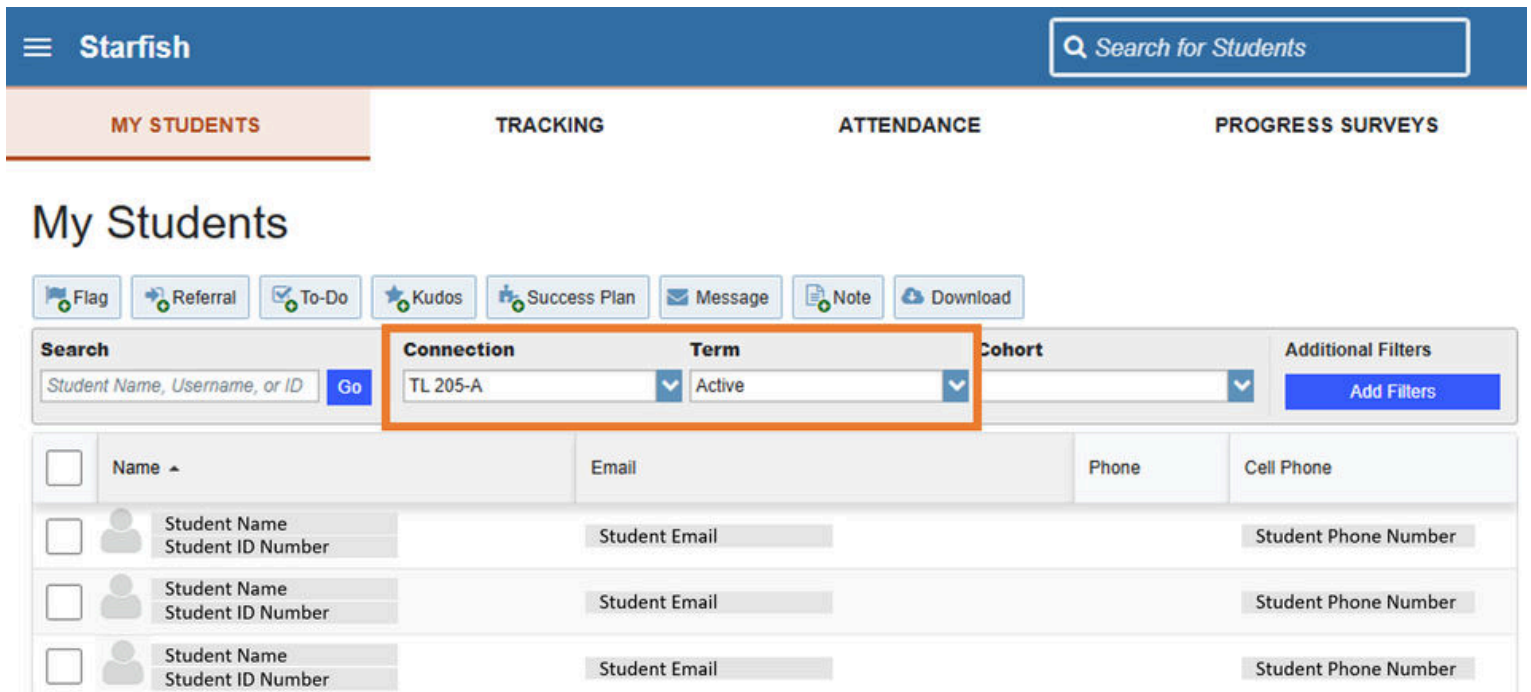


How do I refer a student to on-campus resources?

Guide created and shared by The Student Academic Hub

1. Click on the  menu icon in the top left corner of your Starfish homepage.
2. Select **Students > My Students** to see a list of your students.
3. Ensure that the **Term** filter is set to **Active**. Narrow your results to just one course section if desired using the **Connection** filter:



The screenshot shows the Starfish interface. At the top, there is a search bar and navigation tabs: MY STUDENTS (selected), TRACKING, ATTENDANCE, and PROGRESS SURVEYS. Below the tabs, the 'My Students' section is displayed. A toolbar contains buttons for Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download. A search filter section is highlighted with an orange box, showing 'Connection' set to 'TL 205-A' and 'Term' set to 'Active'. Below the filters is a table with columns: Name, Email, Phone, and Cell Phone. The table contains three rows of student information, each with a checkbox in the Name column.

4. Use the checkboxes to select the student(s) you would like to refer, then click the  button.

5. A pop-up box will appear. Select your desired **Referral** from the drop-down menu and add a comment documenting your concern.

- Referral to Academic Coach
- Referral to Peer Tutoring/Writing Assistance
- Referral to the Conversation Corner or the Conversation Partners Program (for English language support)
- Referral to a Librarian
- Referral to Student Counseling Services
- Referral to The Center for Career Development
- Referral to The Office of Financial Aid
- Referral to The Office of the Registrar

6. Click on the  button to raise the referral for all selected students.

The appropriate office will receive a notification with your referral comments, and will reach out to the student. The student will also receive an email notifying them that they have been referred, including contact information for the appropriate office.

