

I referred my student to a resource. How can I see if they made an appointment?

Guide created and shared by The Student Academic Hub



Information is available in Starfish about whether students met with services for the following referral types:

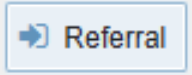
- Referral to Academic Coach
- Referral to Peer Tutoring/Writing Assistance
- Referral to the Conversation Corner or the Conversation Partners Program (for English language support)

1. Use the **search bar** in the top right corner of your Starfish homepage to search for the student by name or ID number.

A blue rectangular button with a white search icon on the left and the text "Search for Students" in white.

2. Click the  **Meetings** tab on the left side of the student's profile. Here, you can see scheduled, attended, and missed appointments, sorted by date.

3. Click the  **Tracking** tab on the left side of the student's profile. Here you can find the referral you raised. Click the  button next to your referral to see if a member of The Student Academic Hub has provided an update.

4. If your referral was closed because the student did not respond to the Hub's outreach and you would like us to try again, click the  button at the top of the student's profile.

In your comment, please update us regarding the student's situation. If you see the student in class, please encourage them to respond or make an appointment.

For other referral types, please contact the corresponding office for follow-up information:

- Referral to a Librarian - library@marymount.edu
- Referral to The Center for Career Development - CCDCE@marymount.edu
- Referral to The Office of Financial Aid - faid@marymount.edu
- Referral to The Office of the Registrar - registrar@marymount.edu
- Referral to Student Counseling Services - follow-up information can not be shared