




## Making Referrals in Starfish

Based on their assigned Starfish role, faculty and staff who are connected with a student may submit referrals in Starfish to help the student get connected to resources. Referrals are currently enabled for the following services/centers:

- Academic Advisement
- Academic Peer Coaching
- Career Services
- Center for Community Engaged Learning
- Center for Multicultural Excellence
- International Students & Scholars Center
- Money Management Center
- Peer Mentoring
- Nontraditional Student Center
- Student Support Services Referral
- Tutoring Referral
- Veterans Services
- Writing Center

When a referral is received by one of the above services/centers, a representative from that area will reach out to the student and offer information and services based on the comments included as part of the referral process.

1. Log in to Starfish through eWeber or Canvas.
2. Click on the Starfish navigation menu  in the top left corner of the page and select **Students**.
3. From the **My Students** tab, locate or search for the student you wish to refer and click the check box to the left of his or her name.
4. Click the **Referral** button.

**Starfish** Search for Students

My Students Tracking

Flag
Referral
Success Plan
Message
Note
Download

Search:  Go
 Connection: General Advisor
 Term: Active
Add Filters

<input type="checkbox"/>	Name	Email	Phone	Cell Phone
<input checked="" type="checkbox"/>	<span style="display: inline-block; vertical-align: middle;">           Waldo Wildcat            WD1141394         </span>	<a href="mailto:waldowildcat@mail.weber.edu">waldowildcat@mail.weber.edu</a>	8016266049	

5. Choose a **Referral** from the drop-down menu.

**Create Referral**

\* Referral

- Academic Advisement Referral  
Use this to refer a student to his/her academic advisor.
- Career Services Referral  
Use this to refer a student to Career Services  
*\* Disclosable under FERPA*
- International Students and Scholars Referral  
The International Student and Scholar Center advises and assists international students with their personal, cultural, and academic adjustment to WSU.  
*\* Disclosable under FERPA*
- Money Management Center Referral  
Can help with questions about budgeting, saving, loans, credit card debt, paying bills each month, or building wealth.
- Nontrad Referral  
The Nontraditional Student Center is here to help meet the needs of students who are over 25, married/divorced/widowed and/or a parent.  
*\* Disclosable under FERPA*

Course Context

Comment

\* Required fields

6. Write a **comment** as to why you are referring that student to the service.

**Create Referral** Never Mind Save

\* Referral

Course Context

Comment *Add comments indicating why the Referral item is being created.*

**Student View:** This item and the notes entered above are disclosable to the student under FERPA.

**Permissions:** People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Career Services Advisor
- Student Services Support
- Creator

\* Required fields Never Mind Save

7. Click **Save**.

Updated 6/20/18