

Starfish To-Dos

What is a To-Do?

Starfish allows staff and faculty to create a To-Do item to be completed by the selected student(s). This is a tracking item that prompts students to action. When a To-Do is raised, an automated email is sent to the selected student(s) with specific instructions and information on how to complete the task. The staff/faculty member who raises the To-Do is responsible for assigning and following up with the item that is raised through Starfish.

Why use a To-Do?

Utilizing a To-Do in Starfish can automate processes and communications through due dates, selecting multiple students or as part of a group, and automate standard work flow.

The following To-Dos are currently in Starfish:

To-Do	Description that is embedded in the email message
Attend Block Party!	The Wildcat Block Party is an exciting event that occurs at the end of the first week of the fall semester and is a WSU campus-wide event to introduce clubs, services, and resources.
Complete New Student Orientation	All new students are required to complete orientation. You must be logged into your eWeber account to fulfill the orientation requirement. Information can be found at New Student Orientation
Complete Safe@Weber	Complete Safe@Weber to learn about Campus Safety .
Declare a Minor	<p>You are currently declared in a major at Weber State that requires you to complete a minor. Please declare a minor.</p> <p>The term "minor" refers to a collection of related courses that are a student's secondary field of academic concentration while completing a bachelor degree. Course requirements for minors vary but are a minimum of 15 credits. You can find a list of current minors at Weber State here.</p> <p>To find out how to declare your intended minor, please refer to the website for the university department associated with the minor--or contact your academic advisor for assistance.</p>

To-Do	Description that is embedded in the email message
Declare an Area of Concentration	<p>You are currently declared in a major at Weber State that requires you to complete an area of concentration. Please declare an area of concentration.</p> <p>To find out how to declare your intended area of concentration, please refer to the website for the university department associated with your major--or contact your academic advisor for assistance.</p>
Finalize Your Financial Aid	<p>Ensure that you have completed all Financial Aid requirements, or make arrangements with the Bursar Office to set up payment options and see refund dates.</p>
Get to Know Campus Resources	<p>Visit the Student Affairs homepage to view programs and services for students to get involved on campus and be successful both inside and outside of the classroom.</p>
Graduate School Fair	<p>The Graduate School Fair is the perfect opportunity for any student looking into attending graduate school. It offers the opportunity for students to receive information about and network with graduate programs around the country. There will be hundreds of representatives there to answer your questions. You will not want to miss this!</p>
Major & Career Navigation	<p>Within this program, you will be able to learn more about yourself, your major and career opportunities, and get specialized help from professionals in the Student Success Center and Career Services. Please click on the link to learn more about the program. We hope to see you at a workshop soon!</p>
Meet with Career Services	<p>Meet with Career Services for major exploration and to develop self-awareness and skills to explore, clarify and implement good career choices and promote strategies to locate meaningful employment upon graduation.</p>
Meet with Your Academic Advisor	<p>Meeting with your academic advisor once a semester, or at least once a year, is critical to your academic success and graduating on time. Locate your specific advisor on the Find My Advisor page.</p>
Meet with your Faculty Advisor	<p>After meeting with your academic advisor, locate your specific faculty advisor on the Find My Advisor page.</p>
Register for classes	<p>Register for classes early to ensure you get the classes you want! Find all the necessary information about registering for classes on the Registration page.</p>
Review Academic Plan	<p>Review your Academic Plan with your academic advisor to make sure that it still meets your goals and to discuss how you will complete it. For additional information see your CatTracks or GradMaps.</p>
Set up Your Starfish Profile	<p>Your Starfish profile lets instructors and advisors know who you are and how to contact you. For more information on setting up your profile visit Starfish Student Information.</p>

To-Do	Description that is embedded in the email message
Student Job Fair	The Student Job Fair is the perfect opportunity to find part-time jobs and internships in various organizations. Reputable employers are looking for motivated students to fill available positions.
Update your Contact Information	(Text with formatting removed) We tried contacting you but unfortunately we have the wrong phone number or home address on file. Please update your contact information so you can receive important information and correspondence from the university. You can do that by logging into your eWeber portal then searching an app called Personal Profile. (Picture provided) You can also update your contact information on the Code Purple website: https://www.weber.edu/codepurple