

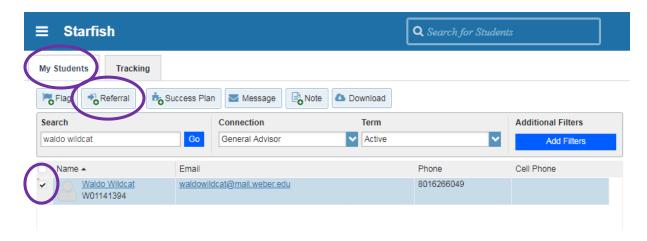
## Making Referrals in Starfish

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:

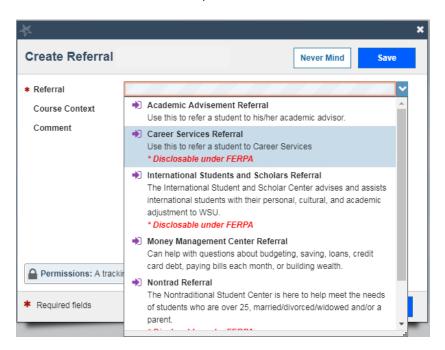
- Academic Advisement
- Academic Peer Coaching
- Career Services
- Center for Community Engaged Learning
- Center for Multicultural Excellence
- College of Science Learning Strategist
- Honors Program
- International Students and Scholars
- Money Management Center
- Nontraditional Student Center
- Peer Mentoring
- SSS STEM Referral
- Student Support Services
- Tutoring Referral
- Veterans Services
- Wildcat Scholars
- 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.

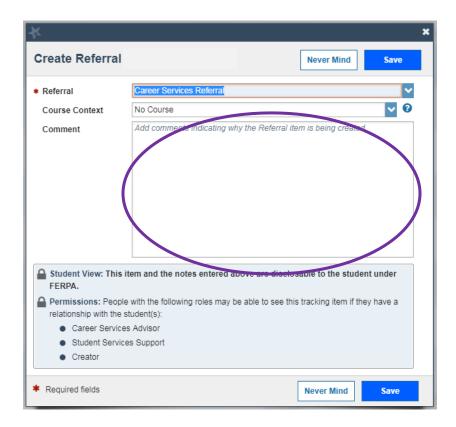
- 1. Log in to Starfish through eWeber or Canvas.
- 2. Click on the Starfish navigation menu in the top left corner of the page and select **Students**.
- 3. From the **My Students** tab, locate or search for the student you wish to refer and click the check box to the left of his or her name.
- 4. Click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



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



- 6. Write a **comment** as to why you are referring that student to the service.
  - a. \*If comments are within html format within the comment section, please leave those comments as they provide information in regards to the referral.



## 7. Click Save.

Updated 9/30/22