




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.

Starfish Search for Students

My Students Tracking

Flag Referral Success Plan Message Note Download

Search: waldo wildcat Go Connection: General Advisor Term: Active Additional Filters: Add Filters

Name	Email	Phone	Cell Phone
Waldo Wildcat WD1141394	waldowildcat@mail.weber.edu	8016266049	

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

Create Referral Never Mind Save

* Referral

Course Context

Comment

Permissions: A track

* Required fields

- 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.

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

- *If comments are within html format within the comment section, please leave those comments as they provide information in regards to the referral.

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 9/30/22