

Starfish To-Do Descriptions and Notifications

To Do	Description	Who can raise	Who can view	Who gets notified	Student can view*	Student is emailed
Apply for Graduation	Instructs the student to apply for graduation.	Advisor, CSCC, Registrar	AA, CSCC, Registrar	None	Yes	Yes
Appointment with Career Development	Review the process of resume building, graduate school, and internship and job searches.	Advisor, AA, Ac. Sup, AL, instructor, RD, Res. Life, SA, SA Staff	Advisor, AA, Ac. Sup, AL, Coach, Counseling, instructor, RD, Res Life, SA, SA Staff	Sara Fugett	Yes	Yes
Attend Academic Development Workshops	Success mentors and the Office of Academic Support will be assisting students to develop skills aimed at improving academic achievement, as well as exposing them to different offices and services the University provides.	Advisor, AA, Ac Sup, AL. Coach, Counseling, instructor, RD, Res Life, SA, SA Staff	Advisor, AA, Ac Sup, AL. Coach, Counseling, instructor, RD, Res Life, SA, SA Staff	None	Yes	Yes
Attend Senior Salute	Instructs the student to attend the Senior Salute.	Advisor, CSCC, Registrar	Advisor, CSCC, Registrar	None	Yes	Yes
Attend the Student Activities Fair	Attend the Student Activities Fair.	Advisor, Ac. Sup, AL, Coach, RD, Res Life, SA, SA Staff	Advisor, AA, Ac Sup, AL, Coach, Counseling, RD, Res Life, SA, SA Staff	None	Yes	No

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Attend Tutoring Sessions	Instructs the student to attend tutoring sessions through Academic Support.	Advisor, Ac Sup, CSS, Instructor	Advisor, AA, Ac Sup, coach, CSCC, Instructor, SA, SA Staff,	None	Yes	Yes
Bi-Weekly Advising Check-Ins	Bi-Weekly Advising Check-Ins.	Advisor, AA, Ac Sup, AL, Coach, Counseling, Instructor, RD, Res Life, SA, SA Staff	Advisor, AA, Ac Sup, AL, Coach, Counseling, Instructor, RD, Res Life, SA, SA Staff	None	Yes	No
Finalize your Financial Aid	Finalize your Financial Aid.	Advisor, Ac Sup, coach, BO, RD, Res Life, SA, SFS	Advisor, AA, Ac Sup, AL, Coach, BO, Counseling, RD, Res Life, SA, SA Staff, SFS	None	Yes	No
Follow Up	Use this with specific comments for general to-do's.	Advisor, AA, Ac Sup, AL, BO, Counseling, DWOC, Instructor, Registrar, RD, Res Life, SA, SA Staff, SFS	Advisor, AA, Ac Sup, AL, BO, Counseling, DWOC, Instructor, Registrar, RD, Res Life, SA, SA Staff, SFS	None	Yes	No
Meet with Academic Support Representative	Assist student to get on track and discuss academic concerns.	Advisor, AA, Ac Sup, AL, Coach, DWOC, instructor, Registrar, RD, Res Life, SA, SA Staff	Advisor, AA, Ac Sup, AL, Coach, Counseling, DWOC, Instructor, Registrar, RD, Res life, SA, SA Staff	Ac Sup	Yes	Yes

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Meet with your Advisor	Send to student to have them meet with their advisor.	Advisor, AA, Ac Sup, AL, Coach, DWOC, Instructor, Registrar, RD, Res Life, SA, SA Staff	Advisor, AA, Ac Sup, AL, Coach, Counseling, DWOC, instructor, Registrar, RD, Res Life, SA, SA Staff	None	Yes	No
Order your Caps and Gowns	Instructs the student to place an order for graduation caps and gowns.	Advisor, CSCC, Registrar	Advisor, CSCC, Registrar	None	Yes	Yes
PA- Complete Clinical Requirements	Instructs the student to complete clinical requirements.	PA Program Faculty and Staff	PA Program Faculty and Staff	None	Yes	Yes
PA- Create a Study Plan	Directs the student to create a study plan.	PA Program Faculty and Staff	PA Program Faculty and Staff	None	Yes	Yes
PA- Meet with course instructor	Instructs student to set up a meeting with course instructor.	PA Program Faculty and Staff	PA Program Faculty and Staff	None	Yes	Yes
PA- Meet with Program Director	Instructs student to meet with the program director.	PA Program Faculty and Staff	PA Program Faculty and Staff	None	Yes	Yes
PA- Meet with your Advisor	Send students to meet with their academic advisors.	PA Program Faculty and Staff	PA Program Faculty and Staff	None	Yes	Yes
Physical Therapy- Create a Study Plan for Current Semester	Create Study Plan for PT Students.	Physical Therapy Faculty and Staff	Physical Therapy Faculty and Staff	None	Yes	No

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Physical Therapy- Create a Weekly Study Plan	Create study plan for the week for PT students.	Physical Therapy Faculty and Staff	Physical Therapy Faculty and Staff	None	Yes	No
Physical Therapy- Eliminate or Significantly Reduce Outside Activities	PT student adjustment of activities.	Physical Therapy Faculty and Staff	Physical Therapy Faculty and Staff	None	Yes	No
Physical Therapy- Meet with your Advisor	Send to student to have them meet with their advisor.	Physical Therapy Faculty and Staff	Physical Therapy Faculty and Staff	None	Yes	No
Physical Therapy- Set-up your Starfish Profile	Set-up Starfish profile.	Physical Therapy Faculty and Staff	Physical Therapy Faculty and Staff	None	Yes	No
Pick up Graduation Packet	Instructs the student to pick up their graduation packet from the alumni event.	Advisor, CSS, Registrar	Advisor, CSS, Registrar	None	Yes	Yes
Review Academic Plan	Review Academic Plan.	Advisor, AA, Acad Sup, AL, Coach	Advisor, AA, Acad Sup, AL, Coach, Counseling, DWOC, RD, Res Life, SA, SA Staff	None	Yes	No
Set-up Your Starfish Profile	Set-up your Starfish Profile.	Advisor, Acad Sup	Advisor, Acad Sup	None	Yes	No

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Visit SFS- Missing Document	Please visit the office of Student Financial Services ASAP – there are missing documents that are needed the finalize your financial aid this semester.	CSS, SFS	Advisor, AA, Coach, BO, CSS, Counseling, PD, Reg, RD, Res Life, SA, SA Staff, SFS,	None	Yes	Yes
Visit the Digital, Written, and Oral Communication Studio (DWOC)	Go to the DWOC Studio for assistance with your written and oral communication assignments.	Advisor, AA, Acad Sup, AL, DWOC, Instructor, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, DWOC, Instructor, Reg, RD, Res Life, SA, SA Staff	None	Yes	No

Academic Advisor: Advisor
 Academic Affairs Leadership: AA
 Academic Support: Ac. Sup.
 Advisory Leadership: AL
 Athletic Coach: Coach
 Business Office: BO
 Campus Security: Sec

Center for Student Success: CSS
 Counseling Services/ADWE: Counseling
 DWOC Support: DWOC
 Instructor: Instructor
 IC/WOC portfolio support: IC/WOC
 Program Director: PD

PT Faculty & Staff: PT
 Registrar: Reg
 Res. Hall Director: RD
 Residence Life Leadership: Res. Life
 Student Affairs Leadership: SA
 Student Affairs Staff: SA Staff
 Student Financial Services: SFS