

Starfish Referral Descriptions and Notifications

Referral	Description	Who Can Raise?	Who Can View?	Who Gets Notified?	Student Can View?	Student Gets Emailed?
Academic Support	Assist student with academic concerns.	Advisor, AA, Acad Sup, AL, Coach, Counseling, Instructor, RD, Res Life, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, Counseling, Instructor, Res Life, SA	None	Yes	Yes
Business Office Referral	Use this to refer a student to the Business Office for questions about their account.	Advisor, AA, Acad Sup, AL, Coach, BO, Counseling, Instructor, Reg, RD, Res Life, SA, SA Staff, SFS	Advisor, AA, Acad Sup, AL, Coach, BO, Counseling, Instructor, Reg, RD, Res Life, SA, SA Staff, SFS	None	Yes	Yes
Career Development	Resume review, grad school, and internship and job search assistance.	Advisor, Acad Sup, AL, Coach, Instructor, RD, Res Life, SA	Advisor, AA, Acad Sup, AL, Coach, Counseling, Sara Fugett, Instructor, RD, Res Life, SA, SA Staff	Sara Fugett	Yes	Yes
Counseling Services	On-campus counseling.	Advisor, AA, Acad Sup, AL, Coach, CE, Counseling, Raider Guides, RD, Res Life, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, Counseling, RD, Res Life, SA, SA Staff	Counseling	Yes	Yes
Digital, Written and Oral Communication Studio (DWOC)	Assist students with written and oral course assignments.	Advisor, AA, Acad Sup, AL, Coach, Instructor, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, Counseling, Instructor, RD, Res Life, SA, SA Staff	Instructor	Yes	Yes
IC/WOC	Use this referral for students who should visit the IC Director or Program Coordinator for help with the WOC portfolio or questions regarding the IC or WOC. This would include needed help with FYA, Foundations, Themes or Capstone courses.	Acad Sup, Coach, CSS, DWOC, Instructor, IC/WOC, Support, SA, SA staff	AA, Acad Sup, Coach, CSS, DWOC, Instructor, IC/WOC, SA, SA Staff	IC/WOC	Yes	Yes

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PA- Center for Student Success	Referral for PA students who might benefit from visiting the Center for Student Success.	Instructor, PA Faculty and Staff	AA, CSS, Instructor, PA Faculty and Staff, SA	CSS	Yes	Yes
PA- Counseling Services	Referral for PA students who might benefit from Counseling Services.	Instructor, PA Faculty and Staff	AA, CSS, Counseling, Instructor, PA Faculty and Staff, SA	Counseling	Yes	Yes
PA- Digital, Written and Oral Communications Studio (DWOC)	Assist students with written and oral course assignments.	Instructor, PA Faculty and Staff, SA	AA, CSS, DWOC, Instructor, PA Faculty and Staff, SA	DWOC	Yes	Yes
PA- Library Services	Raise for students who need help with Library Services.	Instructor, PA Faculty and Staff	AA, CSS, Instructor, PA Faculty and Staff, SA	None	Yes	Yes
PA- Student Accessibility Services	Raise for students who might benefit from Student Accessibility Services	Instructor, PA Faculty and Staff	CSS, Instructor, PA Faculty and Staff, Karen Saracusa	Karen Saracusa	Yes	Yes
PT- Center for Student Success	Referral for PA students who might benefit from visiting the Center for Student Success	Instructor, PT Faculty and Staff	AA, CSS, Instructor, PT Faculty and Staff, SA	CSS	Yes	Yes
PT- Counseling Services	Referral for PT students who might benefit from counseling services	Instructor, PT Faculty and Staff	AA, CSS, Counseling, PT Faculty and Staff, SA	Counseling	Yes	Yes
PT- Digital, Written, and Oral Communications Studio (DWOC)	Assist with written and oral course work.	Instructor, PT Faculty and Staff	AA, CSS, DWOC, Instructor, PT Faculty and Staff, SA	DWOC	Yes	Yes
PT- Library Services	Raise for students who need help with library services.	Instructor, PT Faculty and Staff	AA, CSS, Instructor, PT Faculty and Staff, SA	None	Yes	Yes
PT- Student Accessibility Services	Raise for students who might benefit from Student Accessibility Services	Instructor, PT Faculty and Staff	AA, CSS, Instructor, PT Faculty and Staff, SA	Karen Saracusa	Yes	Yes

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Residence Life Referral	Use this to refer a student to the Residence Life for help with on-campus living.	Advisor, AA, Acad Sup, AL, Coach, CE, Counseling, Instructor, RD, Res Life, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, CE, Counseling, RD, Res Life, SA, SA Staff	None	Yes	Yes
Students in Academic Transition	Student may need to change their major.	Advisor, AA, Acad Sup, Coach, Counseling, Instructor, Marci Muckleroy, Reg, RD, Res Life, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, Counseling, Instructor, Marci Muckleroy, Reg, RD, Res Life, SA, SA Staff	Marci Muckelroy	Yes	Yes
Tutoring Referral	Use this to refer a student to tutoring services	Advisor, AA, Acad Sup, AL, Coach, Counseling, DWOC, Instructor, RD, Res Life, SA, SA Staff	Advisor, AA, Acad Sup, AL, Coach, Counseling, DWOC, Instructor, RD, Res Life, SA, SA Staff	None	Yes	Yes

Academic Advisor:	Advisor	Center for Student Success:	CSS	Registrar:	Reg
Academic Affairs Leadership:	AA	Counseling Services/ADWE:	Counseling	Res. Hall Director:	RD
Academic Support:	Ac. Sup.	DWOC Support:	DWOC	Residence Life Leadership:	Res. Life
Advisory Leadership:	AL	Instructor:	Instructor	Student Affairs Leadership:	SA
Athletic Coach:	Coach	IC/WOC portfolio support:	IC/WOC	Student Affairs Staff:	SA Staff
Business Office:	BO	Program Director:	PD	Student Financial Services:	SFS
Campus Security:	Sec	PT Faculty & Staff:	PT		