

Referrals in Starfish

If a faculty or staff member determines a student may require additional tutoring or career advising, they can easily refer a student to the proper services using **Referrals** in Starfish.

1.

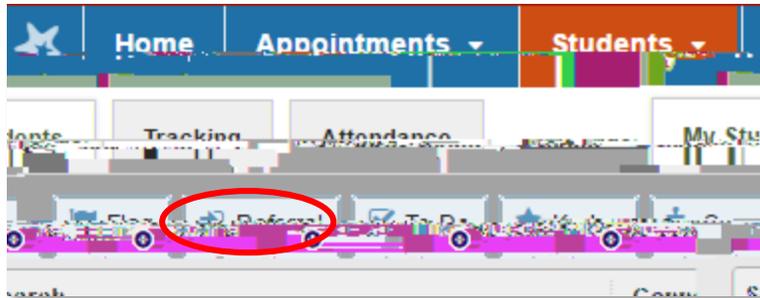
Questions? Please contact advising@radford.edu

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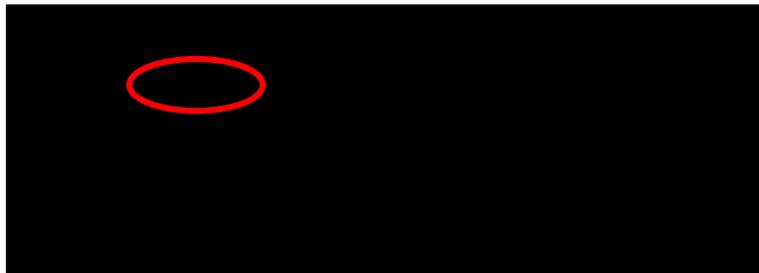
3. Check the box by the name of the student for whom you wish to process a referral for.



4. Simply click **Referral**.



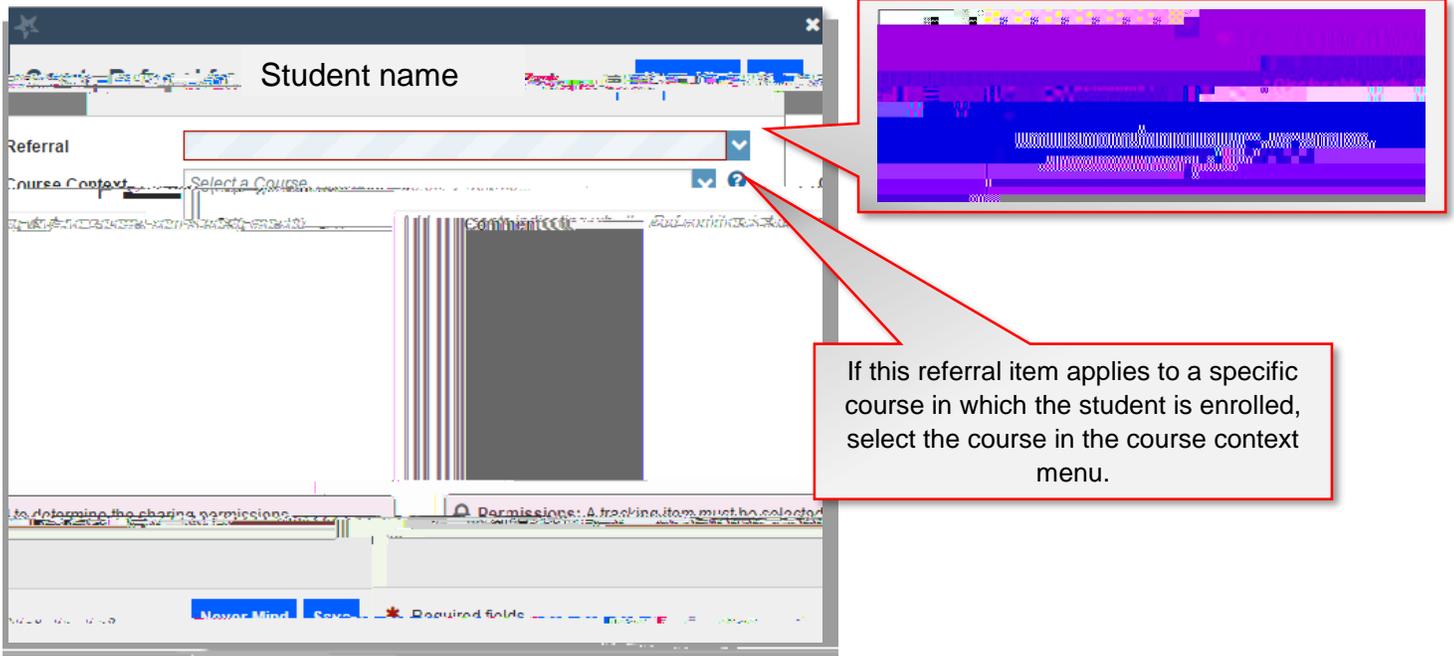
5. This can also be accessed inside the students profile after clicking on the **name** of the student.



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6. Choose referral **type**, **course context** and **comment**.



The screenshot shows the Starfish Referral form. At the top, there is a field for "Student name". Below it, the "Referral" dropdown menu is highlighted with a red box. A callout box points to this menu, containing a list of referral types. Below the "Referral" field is the "Course Context" dropdown menu, also highlighted with a red box. A callout box points to this menu, containing a list of courses. Below the "Course Context" field is a large text area for "Comment". At the bottom of the form, there are two buttons: "Never Mind" and "Save". A red asterisk and the text "Required fields" are visible next to the "Save" button.

7. Click **Save**.



Two blue buttons are shown side-by-side: "Never Mind" and "Save". The "Save" button has a red asterisk and the text "Required fields" next to it.

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