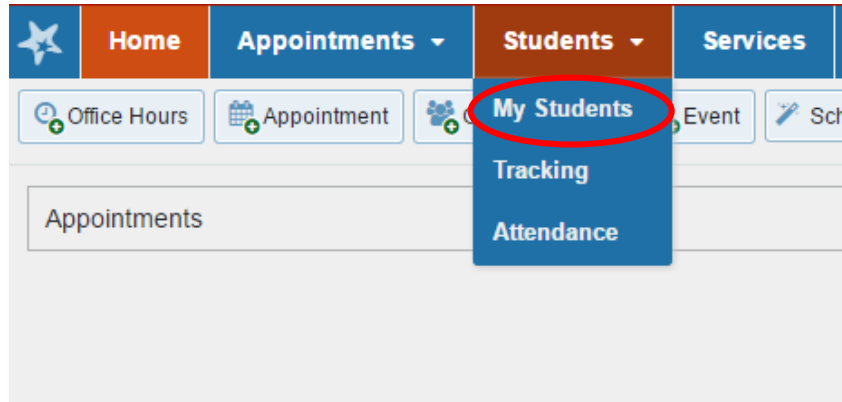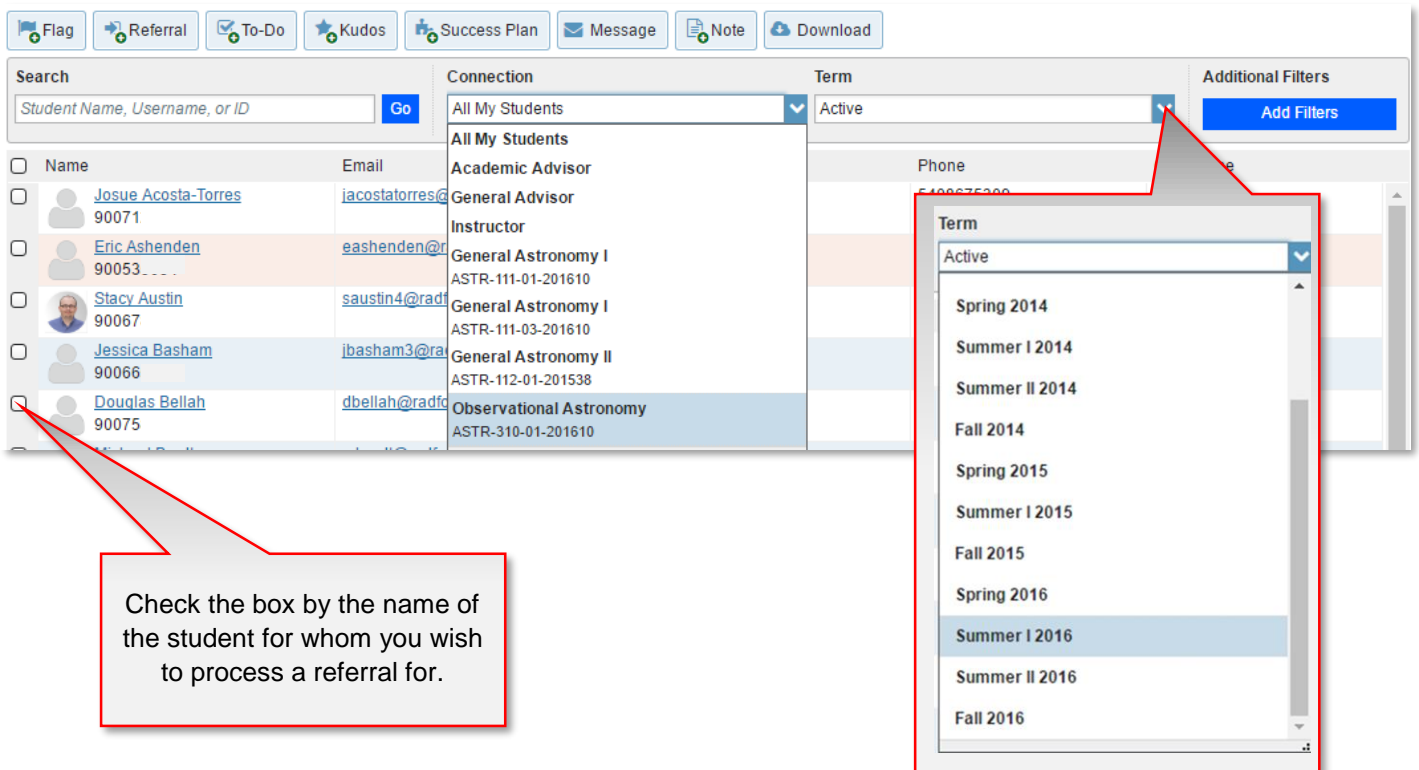# Referrals in Starfish

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. From your home page select **My Students** the **Students** dropdown. This shows all students that you are connected with in Starfish.

2. You can filter the search to narrow your results to a specific group of students.

Check the box by the name of the student for whom you wish to process a referral for.
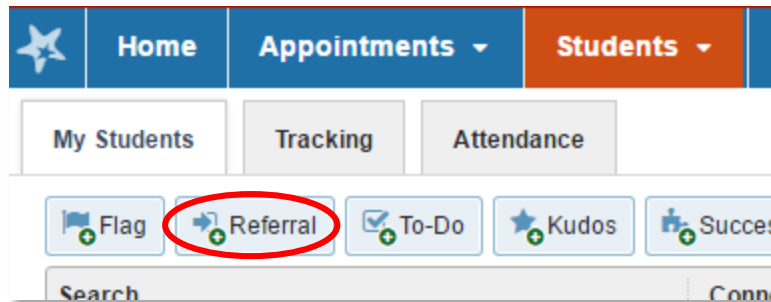
Questions? Please contact advising@radford.edu

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Referrals in Starfish

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

Stacy Austin
90067
saustin4@radford.edu
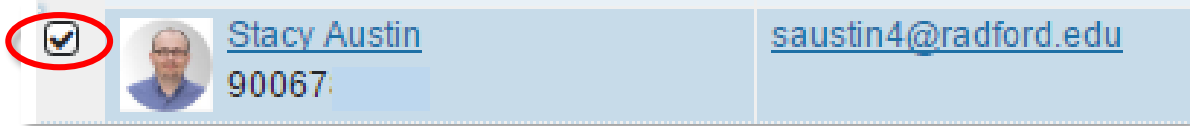
4. Simply click **Referral**.

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

Stacy Austin
900t
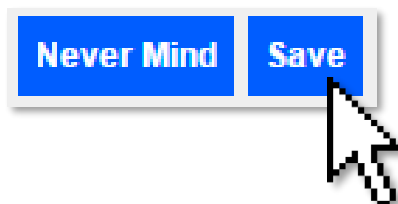saustin4@radford.edu

Stacy J Austin

Flag   Referral   To-Do   Kudos   Message   No

Overview

Active Flags
Active Flags for courses in the active term

Success Plans

Questions? Please contact advising@radford.edu

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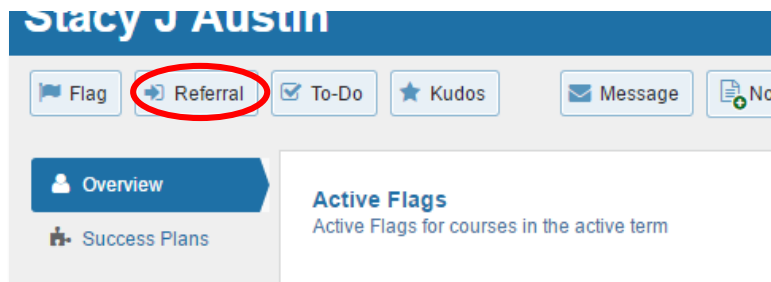
6. Choose referral **type, course context** and **comment**.

Create Referral for Student name   Never Mind   Save

* Referral
Course Context   Select a Course...
Comment   Add comments indicating why the Referral item is being created.

Career Center Referral
Use this to refer a student to career services.
* Disclosable under FERPA

Tutoring Referral
Use this to refer a student to tutoring services.
* Disclosable under FERPA

If this referral item applies to a specific course in which the student is enrolled, select the course in the course context menu.

🔒 Permissions: A tracking item must b... ...ted to determine the sharing permissions

* Required fields   Never Mind   Save

Enter additional comments for the student and the department they are being referred to, both of whom will be notified of the referral.

7. Don't forget to **save**.

Never Mind   Save

Questions? Please contact advising@radford.edu

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