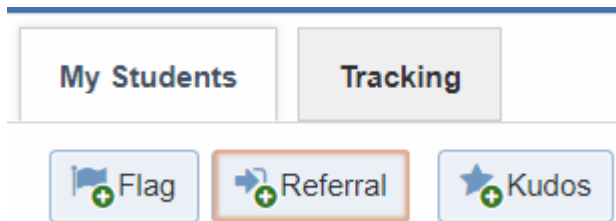


### How to Refer a Student to the Office of First Year Experience in Starfish

1. Log in to [Starfish](#) (access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.



3. Click on **Students**.
4. Select the **My Students** tab.



5. Place a checkmark by the student's name for whom you'd like to submit a referral.



6. Select the **Referral** button and complete the referral information.  
*\*Note that both the student and the student support offices across campus are able to view this referral, so be thoughtful in what information you include in your referral.*

* Referral	Academic Skill Development (First Year Experience) <span>▼</span>
Course Context	No Course <span>▼</span> <span>?</span>
Due Date	<span>📅</span>
* Comment	Schedule an appointment with the Office of First Year Experience by searching for them in your Starfish Success Network and clicking schedule. During your first meeting, a coordinator will help you to identify the skill(s) you would like to develop and will create a plan to work together to develop those skills.

7. Click **Submit** in the lower right-hand corner of the create referral box.