Conducting Academic Reviews in Starfish

Quick Tips:
- Use Starfish to view advising notes. Use LionPATH to view academic records.
- You may find it helpful to open a second instance of Starfish in a second browser. This way you can begin to write notes and raise tracking items as you are reviewing academic records in LionPATH and reviewing advising notes in Starfish.

Write the review:
1. Select the student to be reviewed by either opening the student’s folder or selecting the check box next to the student’s name in your Assigned Advisees list.
2. Click the Notes button.
3. Select “Academic Review” as the note type.
4. Add a subject line that summarizes the most important message of the review.
5. Add your academic review comments.
   Review the student’s progress toward their academic goals with respect to grades, courses, and registration for the upcoming semester. Give the student an indication of whether or not they are on target. If something needs to be addressed, indicate what that is.
6. Check the box to send a copy of the note to the student.
7. Submit

Raise a Flag, Referral, or Kudo if Warranted:
- When a tracking item (Flag or Kudo) is raised, it generates an email message to the student. Pre-built message content is meant to provide context to the flag if additional comments are not added by the raiser, and to save the raiser the time of typing the same message repeatedly

If concerns were raised that you need to track follow-up on:
1. Click the Flag or Referral and select the appropriate tracking item.
2. Note the pre-configured message template for that tracking item.
3. Add additional notes about what exactly the student needs to do to address the concern.
4. Submit

Here is a list of Flag and Referral templates:

Flags

NEW FLAG: Concern about your CGPA

Dear {Student name},
I am concerned that your cumulative grade point average may prevent you from reaching your academic goals. Please reach out to an academic adviser as soon as possible to discuss additional information or resources to consider.

{Raiser comments}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW FLAG: Concern from your adviser**

Dear {Student name},

{Raiser comments REQUIRED}

Sincerely,

Due date: {Due Date if one was selected}

{Raiser’s name}

**NEW FLAG: Entrance to major issue, see adviser**

Dear {Student name},

I have a concern regarding entrance to major requirements for your desired major. Please talk to me as soon as possible to discuss your options.

{Raiser comments}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW FLAG: Missing a graduation requirement, see an adviser immediately**

Dear {Student name},
You are missing one or more graduation requirements. Please talk to me as soon as possible to discuss appropriate adjustments to your schedule.

{Raiser comments}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW FLAG: No courses currently scheduled for next semester**

Dear {Student name},

I see that you haven’t scheduled courses for the upcoming semester. Please contact me as soon as possible to discuss your academic plans.

{Raiser comments}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW FLAG: Scheduled courses are questionable or inappropriate**

Dear {Student name},

After reviewing your schedule for the upcoming semester, I have some concerns.

{Raiser comments REQUIRED}

Sincerely,

Due date: {Due Date if one was selected}

{Raiser’s name}

**NEW FLAG: You are in Academic Warning**

Dear {Student name},
I see you are in Academic Warning status, which means you are in danger of being suspended from the University. You must meet with an academic adviser to address the reasons for your current academic performance and to discuss strategies for the upcoming semester before a registration hold will be lifted from your account.

{Raiser comments}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**Referrals**

**NEW REFERRAL: A resource you might find helpful**

Dear {Student name},

{Raiser comments **REQUIRED**}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW REFERRAL: Meet with me early this semester**

Dear {Student name},

Please schedule an advising appointment with me for early in the semester.

Please meet with me by: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**EDITED REFERRAL MESSAGE: Recommend you declare your major/move into intended college**

Dear {Student name},
You can use LionPATH’s Update Academics to request entry to your desired program. For information on using Update Academics, go to https://tutorials.lionpath.psu.edu/public/UpdateAcademics/

{Raiser comments}

Please complete this by: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

**NEW REFERRAL MESSAGE:** See an adviser immediately

Dear {Student name},

{Raiser comments REQUIRED}

Due date: {Due Date if one was selected}

Sincerely,

{Raiser’s name}

If the student has done something appropriate or noteworthy give them Kudos:

1. Click the Kudos button, and select the appropriate kudo
2. Note the pre-configured message template for that tracking item.
3. Add additional notes, if desired.
4. Submit

Here is a list the Kudos templates:

**Current GPA is on target for intended goals**

Dear {Student name},

After reviewing your academic progress, I wanted to note that your current GPA is on target for your intended goals.

{Raiser comments}

Sincerely,
Current schedule is appropriate for intended goals

Dear {Student name},

After reviewing your registration for the upcoming semester, I wanted to note that your current schedule is appropriate for your intended goals.

{Raiser comments}

Sincerely,

{Raiser’s name}

Great job last semester

Dear {Student name},

Great job last semester. Keep up the good work!

{Raiser comments}

Sincerely,

{Raiser’s name}