

# Starfish Referral Guide

Updated 9/8/22



## What is the purpose of referrals?

- To provide encouragement to take action steps (ex. schedule an appointment) with a campus office or resource OR
- To provide follow-up information about a campus office or resource so the student is better equipped when making decisions about using campus resources.

## What does the student receive?

- An email with information regarding the campus office/resource & how to make an appointment or contact.

## What other action is taken when a referral is raised?

- Some office outreach to students. See chart below.

## Important Notes:

- All referrals are viewable by the receiving office & creator of the referral; some are viewable by other individuals, with permission. Those offices designated with an \* are viewable only by the creator & the receiving office or team members. Those offices designated with an \*\* are viewable only by the creator.
- Offices are asked to clear the referrals when contact has been made or a reasonable amount of time has passed since the referral was made.

Referral Name	Information Sent to Student	Contacts student?
Academic Advisor	How to locate advisor's name & contact information	Depends on advisor
Academic & Career Exploration (ACE)	Information on ACE	Yes
Aerospace Success Center	Link to website	Yes
Athletic Advisor (Student-Athlete Support Services)	Location	Yes
Career Services	Location, how to schedule appointment	Yes
Chester Fritz Librarian	Links to services	Yes
CVIC at UND**	Services provided, location, contact information; CVIC does not receive email	No
CoBPA Writing Coach	Link to schedule appointment	Yes
Dining Services	How to schedule a nutritional/dietetic consultation	No
DSS*	Website, how to schedule appointment; DSS does not receive email	No
Housing	Location, contact information	Yes
Instructor	Student is encouraged to contact instructor. Instructor does not receive email	No
International Centre	Location, how to schedule appointment	Yes
Learning Services: Academic Coaching	Location, how to schedule appointment	Yes
Learning Services: Tutoring	Location, how to schedule appointment	Yes
MALL	Student does not receive email; MALL will contact student	Yes
OSRR*	Location, contact information	Yes
One Stop	Location, contact information	Yes
Pancratz Career Center	Location, how to schedule appointment	Yes
Smarthinking	Info on 24/7 online tutoring service	No
Student Academic Success & Career Engagement (SASCE)	Location, contact information	Yes

Student Diversity & Inclusion	Information, location, how to schedule appointment	Yes
Student Employment	Location, how to schedule appointment; Student Employment will not receive email	No
Student Health**	Location, how to schedule appointment; Student Health does not receive email	No
Student Involvement	Information, location, contact information; Student Involvement does not receive email	No
Student Support Team*	Student does not receive email; email to Student Support Team members only	Yes
Study Abroad	Location, how to schedule appointment	Yes
TRIO McNair/SSS	Information, contact information	Yes
University Counseling Center**	Location, how to schedule appointment. UCC does not receiving email	No
Wellness Center	Information, location, contact information	Yes
Writing Center	Location, how to schedule appointment	No