

## **NEW! Non-Returning Student Flag and Access Services Accommodations Referral**

Advisors, instructors, coaches and other support personnel now have the ability to manually raise the following new flag and referral:

### **NON-RETURNING STUDENT FLAG**

**When to use?** When a student indicates they will not be returning to MSU next semester (not including summer). Do not raise this flag if the student is graduating. Comments are required, stating the reason the student will not be returning.

**Who is notified?** The Registrar's Office will use this information to more accurately track and contact students for enrollment purposes. The flag and comments are viewable in Starfish by the advisor and academic support personnel (not including coaches).


*If a student's plan changes, this flag will not prevent registration.*

### **ACCESS SERVICES ACCOMMODATIONS REFERRAL**

**When to use?** When a student discloses a disability or condition impacting academics and the student is interested in receiving assistance, a referral can be made to Access Services. Comments are optional and only viewable by the coordinator.

**Who is notified?** The Access Services Coordinator and the student will receive an email. The coordinator is the only person who can view this referral in Starfish.

### **How do you manually raise these items?**

Click  in the upper-left hand corner and select Students. Click the My Students tab. Select the correct Connection and Term. Click on the student's name. Select either the flag or referral icon, choose the appropriate flag/referral, enter comments if appropriate, and save.

