

New - Schedule Placement Test To-Do

The lack of either ACT/SAT or math/English Accuplacer scores may cause issues with student registration. In response to the concerns brought forward by faculty and staff, new to-do items have been added to Starfish including:

- **Schedule English Placement Test**
- **Schedule Math Placement Test**
- **Schedule Math and English Placement Tests**

Advisors should choose the appropriate to-do and raise only one per student. Students and advisors will have the ability to clear the to-do when the task has been completed.

Advisor Process

- Visit with student regarding unposted transfer credit, dual credit classes, AP test score, etc. prior to raising the to-do.
- [Raise the to-do](#) in Starfish (same process as raising a manual flag or kudos but choose to-do instead) with option to type a comment to be inserted into the student email.
- Place a due date when raising the to-do, which will trigger a reminder message to the student.
- Please see example email below.


From and Reply To are the advisor email and advisor name shows after comments:

Hello  Student First Name

A review of your records indicates that you will need to complete a placement test in order to register for an English composition course. This course is part of the general education requirements at Minot State University (MSU) and is mandatory for graduation. You can schedule the Accuplacer test for English by contacting the MSU Academic Testing Center at 701-858-3830 or testingcenter@minotstateu.edu. You may take the test in person or there is a virtual option. Details for testing center hours and location can be found on the MSU [website](#).

Advisor comments:

 Add Notes

 Creator Name

If you have any questions regarding this process, contact Tammy Wolf: tammy.wolf@minotstateu.edu or 701-858-3360.