Filter For Students Admitted With Provision

Starfish allows you to filter your advisees to see which students require enhanced advising by following the steps below:

1. Click the three bars next to Starfish, then click Students and click on the My Students tab.

8		ħ	Home						
■ Starfish	G	Ì	Appointments	~		My Students	;	Tracki	ng
Coffice Hours	-		Students	~		Flag	*	Kudos	ito Su

2. First, set the Term to Ongoing. Next, set the Connection to Advisor.

Search	Connection	Term		Cohort
Student Name, Username, or ID Go	Advisor	Ongoing	~	✓

You will see one of the following on your screen.
 Illustration A: Click the X next to Edit Filters (this will remove current filters). Then, click Add Filters.

Cohort	Additional Filters Edit Filters	© ×				
Illustration B: Click Add Filters.						
Cohort	Additional Filters					
✓	 Add Filters 					

4. Click Attributes, then click Add Attribute.



Via Starfish, it is possible to send emails reminding students to meet with you. Simply select the students you wish to communicate with and click on the Message box. This message will be sent to the student's MSU email.

5. In the Attribute drop down choose Provisional Admission. DO NOT select a Term. Make sure Assigned to Student is checked. Click Submit.

Additional Filters		Clear All Filters Cancel Submi
Tracking Items	• Add Attribute	
Cohorts & Relationships	Attribute	Value
Meetings Success Plans	Academic Program Admission File Hold Advisor Hold Collaborative Student Hold Cumulative GPA Delinquent Account Dept or Div Hold Directory Restriction Health Spruces MMB Hold	 Assigned to Student Not Assigned to Student Specific Value
	Provisional Admission Registered for next semester Registrar's Hold Student Finance Hold	