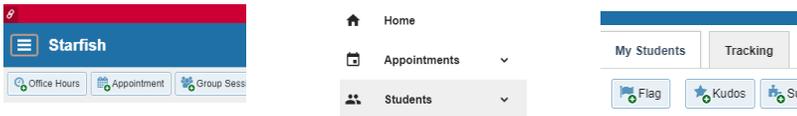


Filter For Students Admitted With Provision

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.



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



3. 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.



Illustration B: Click Add Filters.



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.

4. Click Attributes, then click Add Attribute.



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

