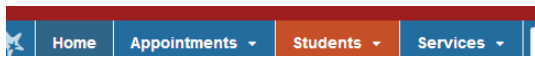


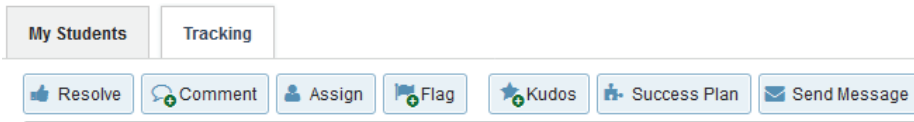
Filter For Students Not Registered

Do you know if your advisees have registered for the spring semester? Starfish allows you to filter your advisees to see which have or have not enrolled by following the steps below:

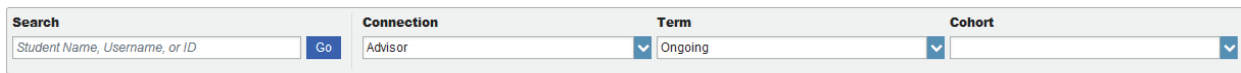
1. Click the Students tab.



2. Click the My Students tab.



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



4. 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.

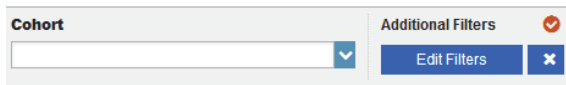
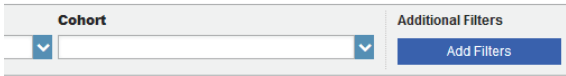
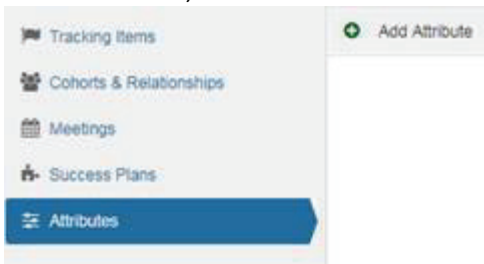


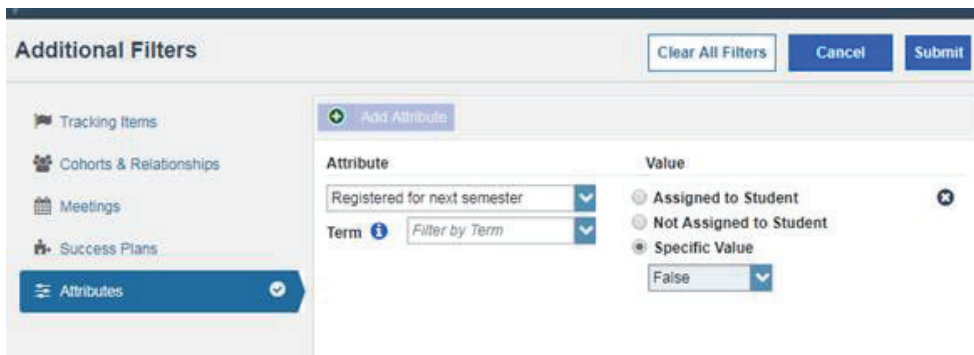
Illustration B: Click Add Filters.



5. Click Attributes, then click Add Attribute.



6. In the Attribute drop down choose Registered for next semester. DO NOT select a Term. Select Specific Value and select False (or true) in the drop down. False will show those students not registered for next semester, while true will show those students who are registered for next semester. Click Submit.



Via Starfish, it is possible to send an email reminding students to meet with you and register for next semester. Simply select the students you wish to communicate with and click on the Message box. This message will be sent to their MSU email. Please note, this list will include students who are planning to graduate at the end of the fall semester. You may want to exclude them from your communication!