



Starfish Academic Advisor Info

Use Starfish to communicate with students you advise, instructors and campus support personnel to facilitate student success! The CSU-Pueblo mission of advising is to provide students with accurate, current, and useful information and knowledgeable advice so they may make decisions that will positively affect their educational, personal, and career goals.

Students you advise may engage in their course material at times outside of class and require assistance. Systematic, ongoing communication with students through Starfish will help address questions and concerns that arise at any time, as well as recognizing and encouraging successful learning strategies. Communication shared between campus offices will allow coordinated and informed efforts to support our students in advising and general concerns.

1. Set up your profile information and notification preferences. Log in is through PAWS. (Include appointments for students to schedule if desired.)
2. Respond to flags submitted for your advisees by contacting the student to discuss strategies for academic and personal success.
3. Respond to students “raising their hand” for assistance with general concerns.
4. Refer students to appropriate campus services for assistance with specific challenges.
5. Submit kudos to recognize student achievement, flags for items of concern, or referrals to support services at any time to inform and engage students in success strategies.
6. Communicate with faculty, advisors and other student support staff for student success.
7. Make notes of follow up on flags.
8. Clear flags, preferably within 2 weeks of notice, when you have assisted students to address specific concerns, determined action is not needed, or when attempts to contact the student have been unsuccessful. (Reason for clearing is entered into Starfish.)

PRIMARY ADVISOR ROLE: Faculty or Staff names are loaded from the AIS listed Primary Advisor and are responsible for follow-up on these students and clearing of flags when appropriate.

GENERAL ADVISOR ROLE: All faculty and staff with Primary Advisor role are provided access to student files to facilitate helping those who seek help from advisors other than their primary advisor.