

BHSU CAMPUS WORK PLAN

STARFISH FLAGS & STANDARD OPERATING PROCEDURES

1. FLAG IS RAISED (typically from a faculty member)
 - a. Email or text message sent to student each time a flag is raised
 - b. Faculty and staff are assigned a “role” within Starfish. Anyone who has a “role” with the student can “see” the flag. Here is a list of the main roles in Starfish:
 - Current instructors (of the student)
 - Academic Advisor (of the student)
 - Athletics
 - International Student Services
 - Student Success Center
 - Residence Life
 - Disability Student Services
 - Health/Counseling
 - Veteran Student Services
 - ROTC
 - Financial Aid
 - c. Any “role” that has “manage” privileges may submit input at any time throughout the process. Faculties have “manage” privileges for their advisees.
 - d. Once a student receives a third flag, their academic advisor is notified and takes an action

 2. STUDENT’S ACADEMIC ADVISOR TAKES ACTION
 - a. Resolve Issue
 - i. No Action Necessary
 - ii. Contact Student
 1. Send a “To Do” and/or
 2. Make a Referral
 - a. Tutoring
 - i. Math Center
 - ii. Writing Center
 - b. Career Development
 - c. Disability Services
 - d. Diversity
 - e. Health/Counseling
 - f. Financial Aid
 - g. General
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3. WHEN RESOLVED, ACADEMIC ADVISOR CLEARS FLAG

Declared Students @2,700
Faculty advisor

Still Deciding Students @225
SSC advisor

Trio Program Students @200
SSS advisor

Cond Admitted Students @35
Joe Valades advisor

UCRC GS or AA Students @500
Katie Pavel advisor