

OTR 90-Credit Graduation Check-In Guide (a/o 2/16/26)

Log in to [My.PennWest.edu](https://my.pennwest.edu), and click **Sign In** on the Starfish tile.

- Click the three lined menu (≡) and select **Students** and confirm you are on the **My Students** tab to view all active students.

Click **Add Filter** and apply the following four filters:

- Current Term Registration Status:** Specific Value **Registered**.
- Earned Hours:** Greater than or equal to **>= 90**.
- Applied for Graduation:** Specific value **False**.
- Bachelor Degree:** Specific value **True**.

RAISING THE TO DO

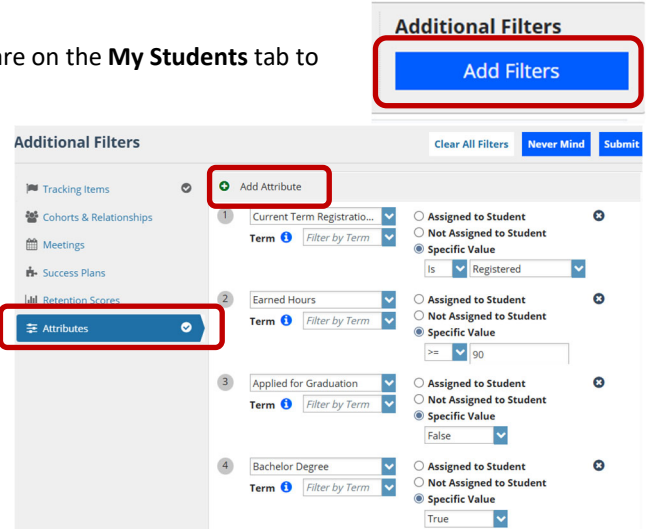
- Select the students for outreach.
- Click the **To Do** box and select **"Time to check in with the Registrar"**

OPTIONAL

- Set a **Due Date** to trigger a reminder on that date if not cleared.
- Add **Comments** (these appear in the body of the email).

AFTER SUBMITTED

A PennWest email is sent to the student. The To-Do appears on the student's Starfish dashboard and folder. The Student's advisor receives an email notification.



ADDING COMMENTS & BUILDING A COMMUNICATION CHAIN

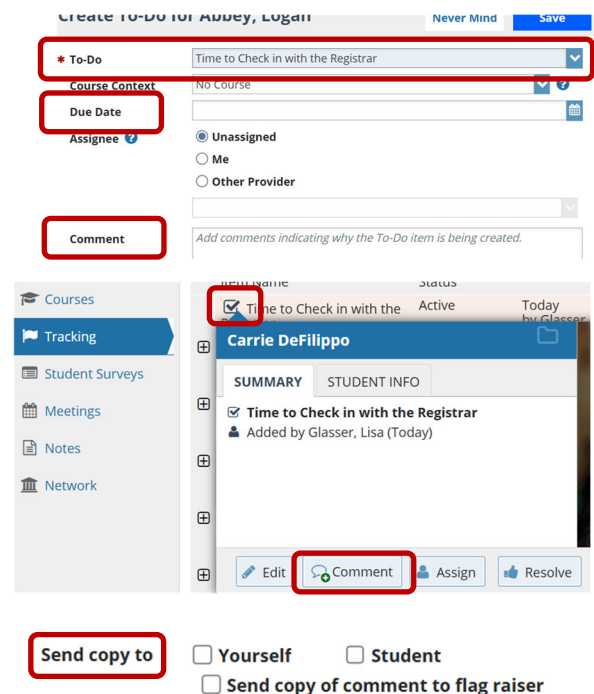
To keep student communication organized, add comments directly to the To-Do.

TO ADD A COMMENT

- Open the Student Folder and select **Tracking**.
- Locate the To-Do and hover over the icon to open details.
- Click **Comment** and add your comment.
- Select who should receive the email notification (Yourself, Student, and/or Flag Raiser).
- Click submit.

IMPORTANT: If no box is checked, the comment will save to the student folder but no email will be sent.

- Comments save in two places: under the To-Do and in Notes.
- Read Receipts** are available in Notes if the comment is emailed to the students.



CLEARING/RESOLVING A TO-DO

- Open the Student Folder and select **Tracking**.
- Locate the tracking item and hover over the icon to open the details and click **Resolve**.
- Enter any required information (based on your team's agreed documentation).**
- Click **Submit**.

FILTER A RAISED TRACKING ITEM

- Open the Tracking tab and click **Add Filters**.
- Under Tracking Items, apply the following filters:
- Status (as needed)**
- Tracking Type: **To-Do**
- Item Name: **Time to Check in with the Registrar**
- Creation Dates: Set date range and click submit

From this screen you can clear multiple students at once by selecting the students and clicking **Resolve**.

If your student list does not look correct, review your filters.