

# Starfish Newsletter

## MID-SEMESTER CHECK-IN

As the semester progresses, early interventions and faculty engagement continue to make a meaningful impact on student success. This issue includes updates on progress surveys, mid-term outreach, faculty resources, and workshops to help you make the most of Starfish.



## ROSTER VERIFICATION UPDATE

Thank you to all faculty who participated in Roster Verification!

✓ 90% of faculty completed roster verification for full-term courses!

This participation rate helps us:

- Maintain accurate enrollment records.
- Identify students who may need extra support.
- Ensure compliance with federal financial aid regulations.

RV for **late start courses** runs **March 15 @ 6 AM – March 16 @ 11 PM.**

Your participation helps keep students on track—thank you!

In this  
newsletter  
you can expect:

Mid-Semester  
Check-In

Roster  
Verification  
Update

Progress Surveys  
Update

Giving Kudos

D2L "Last  
Access" Viewable

D2L Login Flags  
& Faculty  
Options

Helping Students  
Clear Reg. Holds

Mid-Term  
Grades &  
Student Support

Success Plans &  
Weekly Tips

Help

## PROGRESS SURVEYS UPDATE

We are also excited to announce a 76% faculty completion rate for this semester's progress surveys, with 1,606 surveys completed.

Thanks to your efforts, we were able to reach 1,562 students regarding 2,273 D grades or lower, connecting them with essential academic support.

**Why This Matters:**

- ✓ **Early intervention:** Identifies students struggling before midterms.
  - ✓ **Additional verification:** Serves as an extra layer of roster verification, reinforcing enrollment accuracy and financial aid compliance.
  - ✓ **Targeted outreach:** Helps students connect with tutoring, supplemental instruction, and success coaching.
  - ✓ **Improved retention:** Ensures students receive timely support to stay on track.
- Your efforts continue to make a meaningful impact—thank you!

## GIVING KUDOS IN STARFISH

A Kudos is a simple way to recognize students for their effort, progress, or achievements. Whether they're improving, engaging, or excelling, a quick Kudos can reinforce their hard work and encourage continued success.

How to Give Kudos: [Watch the Video](#) or [View the Handout](#)

## D2L "LAST ACCESS" VIEWABLE

**How to Check D2L "Last Access" in Starfish:**

Open a student's folder in Starfish and click on Courses.

If the instructor uses D2L, "Last Access" will show the date and time the student last logged in to D2L. This feature helps identify students who may not be engaging with their coursework, allowing for early intervention and support.

## D2L LOGIN FLAGS & FACULTY OPTIONS

Starfish automatically flags students who have not logged into D2L for 10 consecutive days. These students receive an email prompting them to check their course and access available resources.

- ◆ **Online Courses:** Faculty had the option to **opt-out** of this process.
- ◆ **Face-to-Face Courses:** Faculty had the option to **opt-in** as the program expands to include in-person courses after the add/drop period and Roster Verification.

This Data-Informed Support initiative helps identify and support students at risk of disengagement.

## HELPING STUDENTS CLEAR REGISTRATION HOLDS

To assist faculty and staff in guiding students through registration obstacles, the student folder in Starfish includes a direct link to a PDF document outlining common registration holds and steps to help students resolve them. **This link appears only when a student has a hold affecting registration.**

Faculty and staff can use this document to:

- ✓ Understand common registration holds and how they impact students.
- ✓ Direct students to the appropriate offices and resources for resolution.
- ✓ Help students clear holds efficiently, ensuring a smoother registration process.

Click [HERE](#) to view the document.

## MID-TERM GRADES & STUDENT SUPPORT

When mid-term grades are recorded in Faculty Self Service, Starfish will automatically initiate a support process for students receiving grades of D or lower. An email from our Student Success Team will be sent directly to these students, providing important resources and guidance. This email will include information on:

- ✓ How to schedule an appointment with tutoring, supplemental instruction, or our writing centers.
- ✓ Instructions on requesting help through Starfish for additional support.
- ✓ Ways to communicate with the professor who identified the concern.

🔗 **Follow-Up Outreach:** Following this initial outreach, our Success Team will make one additional attempt to connect with these students, ensuring they have the support and resources needed to address their academic challenges.

Click [HERE](#) for instructions on how to view midterm grades from the student folder in Starfish.

## SUCCESS PLANS & WEEKLY TIPS

To help students navigate the semester, University Success Plans were shared at the start of the term, providing key academic and campus resources. To further support student progress, we are also sending weekly tips to freshmen, sophomores, and new transfer students, highlighting the top three tasks they should focus on each week.

**These weekly tips help students:**

- **Stay organized** – Reminders about important academic deadlines and tasks.
- **Prepare for advising and registration** – Guidance on meeting with advisors, checking for holds, and planning ahead for course selection.
- **Utilize campus resources** – Information on tutoring, supplemental instruction, writing centers, and wellness services to support academic success and well-being.

Faculty can view each student's Success Plan in Starfish under the "Success Plans" link in their folder. The weekly tips are also available under "Tracking" for easy reference. Encouraging students to engage with their plans and weekly updates can help them stay proactive throughout the semester!

## WE'RE HERE TO HELP

If you have any questions, reach out to us at [starfish@pennwest.edu](mailto:starfish@pennwest.edu).