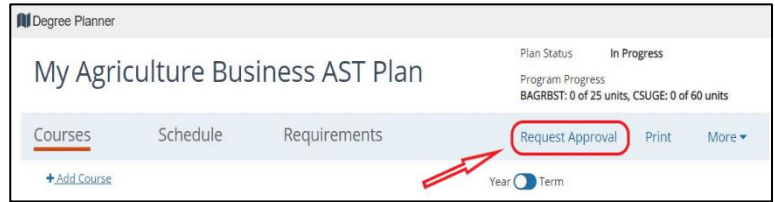


Student Guide to Degree Planner in Starfish

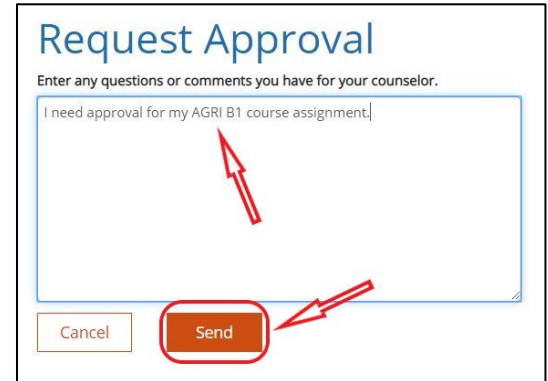
This is a guide on how to request a counselor review of your comprehensive education plan in Starfish.

- From within the plan you can request approval from select the "Request Approval" button in the menu to the right of the requirements tab.

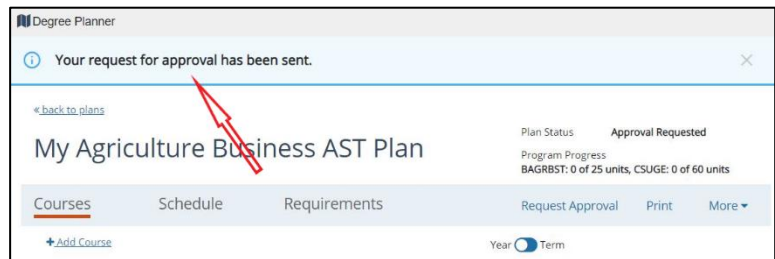


- Type in the text box that you need approval for "xyz," fill in the blank. For example if you need approval for financial aid or if you need approval for the ed planning assignment in your educational planning course include the name of the course. Then click "Send."

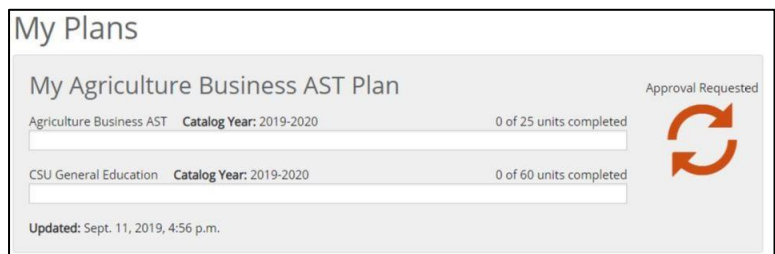
***Note: You will need to make an appointment with your program counselor or general counselor to review and for education plan approval.
(** Your Plan will be NOT be approved until you meet with your counselor**)**



- You should see a confirmation at the top of the screen.



- You will also see confirmation a request has been submitted when you return to the plans tab it will reflect that approval has been requested.



- Once approved you will see a green check mark and when you open the plan it will reflect approved at the top of the plan, see figure 1 and figure 2 below as examples.

Figure 1:

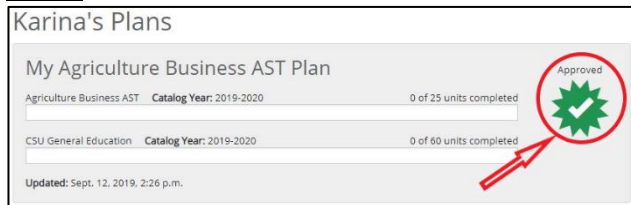
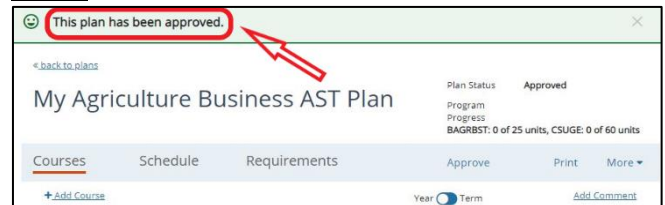
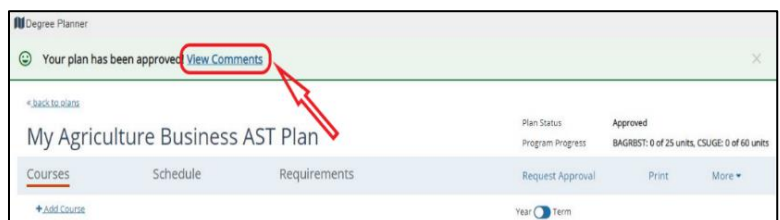


Figure 2:

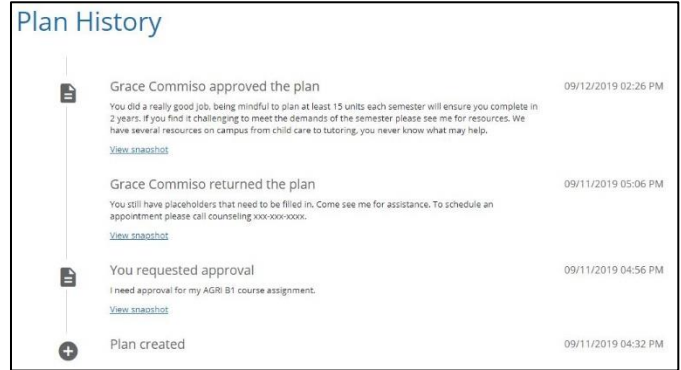


- You will be able to view the comments once you have clicked to open the plan. From the top of the screen you will see an option to view comments.

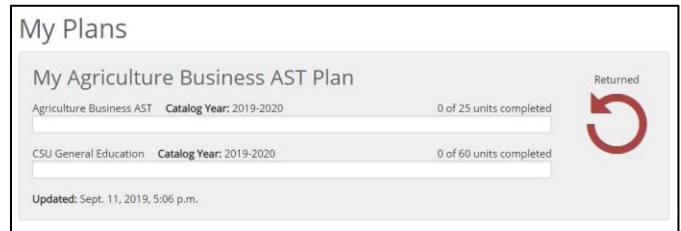


Student Guide to Request Approval for Degree Planner in Starfish

7. This will take you to the plan history and display comments.



8. If there are several errors the counselor will not approve your plan and will discuss in detail during your next scheduled meeting. You will see this indicated from the main degree planner tab.



9. Again, you will be able to view the comments from the plan history either from the top of the screen or under the “more” tab to the right, see figure 1 and figure 2 below:

Figure 1:

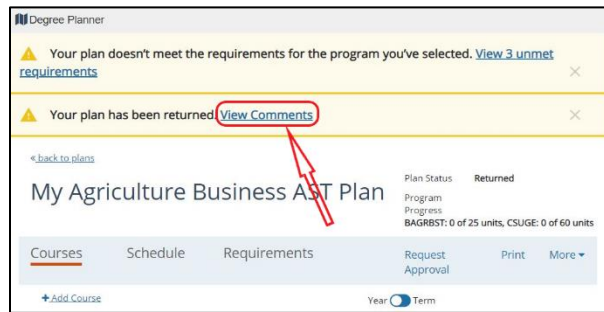
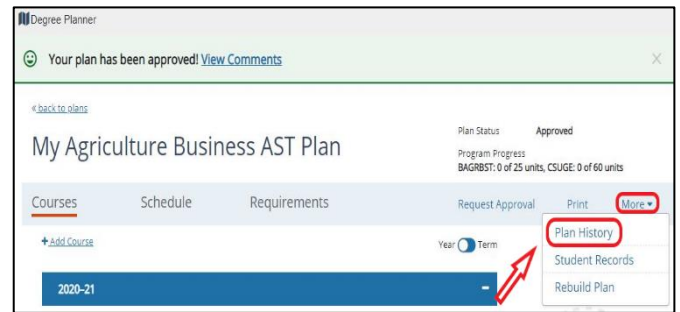


Figure 2:



**** PLEASE NOTE THAT YOUR PLAN WILL NOT BE APPROVED UNTIL YOU MEET WITH YOUR COUNSELOR/PROGRAM COUNSELOR****