

EARLY ALERT SCENARIOS FOR FACULTY ADVISORS

Is it new, relevant, valuable information about a student's decisions, experience, progress, and/or needs?
Select UPDATE.



Does it require *timely action* by the student or the student's success network?
Select ALERT.



During conversation with an advisee, a **faculty advisor** learns that a commuter is moving and will have a longer commute to Shepherd.



The student's **Success Network** or the appropriate **Responder** will view this update and determine if additional action should be taken.



Faculty Advisor posts an **Update** through the Quick Notification Tool, selects the **Connectedness Category**, to provide awareness of her concern and of this potential retention risk. It is also appropriate to provide any advice given to this student.



Student is informed and empowered to move forward with their decision.



After multiple attempts, a **faculty advisor** has not received any response from advisee about scheduling classes. Class registration begins in a few days.



Academic Advising Center (AAC) views the Alert takes action by reaching out to the student.



Student responds to reach out and reconnects with Advisor.



Faculty Advisor understands this is a time-sensitive issue, and uses the Quick Notification Tool to post an **ALERT** and selects the **Academic Advising** and **Health & Well-Being Categories**.



Responder (AAC) may reach back out to the person who submitted the notation for more information or to share the status of this student's situation.

****NOTE:** It is important to select whether or not the notification you are submitting is private and should NOT be shared with the student. Otherwise, the responders will be contacting student to assist.