Reporting Academic Early Warnings

Advising-Faculty

- 🏛 Education Planning ⌄
- 📖 Registration Tools ⌄
- 👍 Student Success Tools ^
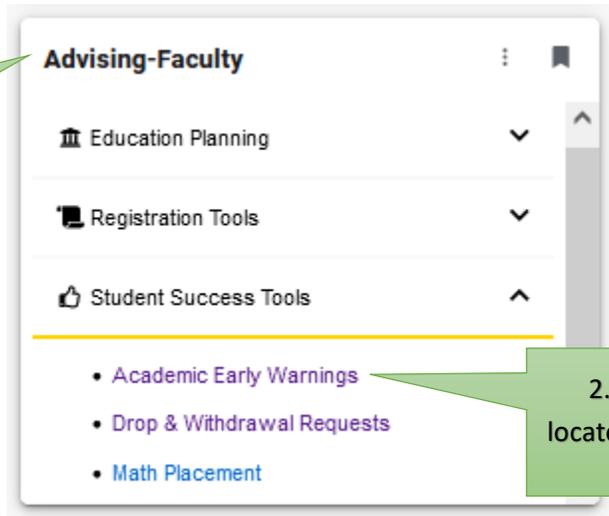 - Academic Early Warnings
  - Drop & Withdrawal Requests
  - Math Placement

1. Locate the "Advising-Faculty" card on OneTech.

2. Academic Early Warnings are located under "Student Success Tools"

Please select a course and click the Search button to view a list of students for the course. Choose the appropriate reason for each student you wish to report and click the Submit button at the bottom of the page in order to submit your request. For students that have already been reported you will see the reason the student was reported.

Term: 201620 - Spring Term 2016 ▼

Course: Please select a course ▼
- Please select a course
- 21872 - HIST 2003 TC1
- 21871 - HIST 2013 TC1

Search

3. Select the term and the appropriate course from the drop down menus

4. Click "Search"

5. For each student you are reporting, select the most appropriate reason from the drop down menu

Diffey, Tim

Knight, Cara

Lederman, Marika

Riedmueller, Daniel

Tomlin, Scott

None ▼
- None
- Will be Dropped with a WN
- Poor Attendance

Submit

6. After selecting a reason for each student you are reporting, click "Submit"

Once the Academic Early Warning has submitted, the **One-Stop Student Center** will attempt to contact each individual student reported. After contacting, or attempting to contact, you will receive an email stating the outcome.