

Background

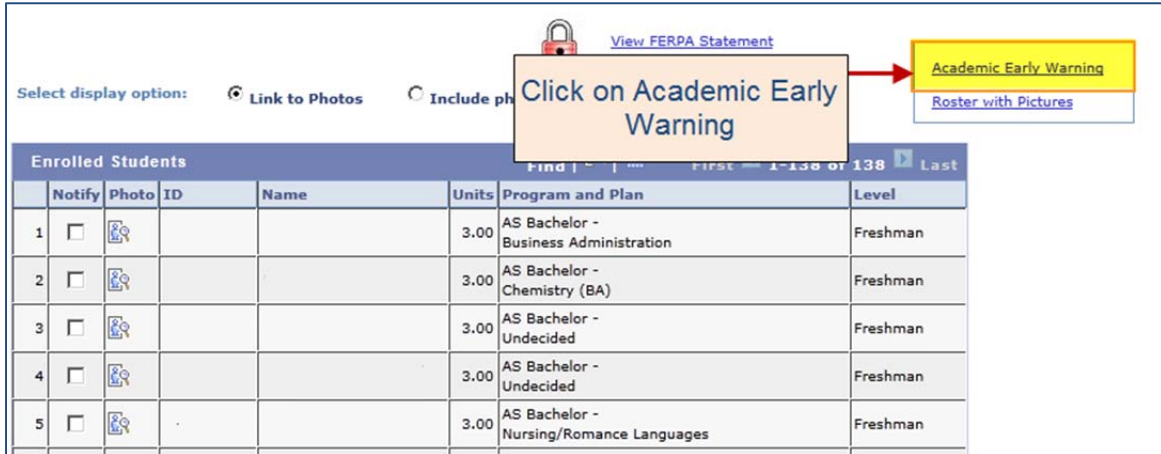
Academic Early Warning Alerts are email notices and checklist items a student receives from faculty when there is a concern about performance in class. Faculty select an academic early warning for a student through a new Academic Early Warning page when the student has frequent absences, missed assignments or exams, or is handing in late work. The academic early warning alert will also update the student's Advisor Notes.

Early Warning Workflow

1. Academic early warning fields activate in the 4th week of the term.
2. Faculty access the academic early warning fields through a link on their Faculty Center >> Class Roster page.
3. Starting on the first day of the 4th week, an automated process will run each night to:
 - a. Update the student's Advisor Notes with the academic early warning.
 - b. Post an academic early warning checklist item to the student's Student Records checklist.
 - c. Gray out the early warning selections for the student on the Academic Early Warning page.
4. Advisors will see the academic early warning in the Advisor Notes once the automated process has run.
5. The student will receive an email communication notifying him that he has a Student Records checklist item on his Self Service page that needs to be reviewed.

Faculty Access

Faculty can access the Academic Early Warning page by clicking on the 'Academic Early Warning' link located on their Faculty Center >> Class Roster page.



Important: The early warning columns are always visible on the Academic Early Warning page, but the fields are only active between the 4th week and 7th week of the term.

Enrolled Students					Find First 1-138 of 138 Last	
ID	Name	Program and Plan	Level	Early Warning	Early Warning	
1		AS Bachelor - Business Administration	Freshman	Class Participation		
2		AS Bachelor - Chemistry (BA)	Freshman	Immediate Action Suggested	General Concern	
3		AS Bachelor - Undecided	Freshman			
4		AS Bachelor - Undecided	Freshman			
5		AS Bachelor - Nursing/Romance Languages	Freshman	Never Attended		
6		AS Non Degree Undergraduate - Robertson Scholars Program/Undergraduate Visitor	Sophomore			

OK Cancel Apply

The screen shot above shows a roster with some warnings entered and some fields still open for entry of warnings. At the end of the 7th week, all fields will gray out, but the entries will still be visible to faculty.

Early Warning System

Note: Graduate/professional courses will have the fields on the roster, but they will never be open for data entry (so UGRDs in a GRAD/PROF course will not get early warnings for that course). Also, GRAD/PROF students will be grayed out on a class roster for any classes 50-699.

The warnings that can be selected are listed below.

The screenshot shows a table with columns for student ID, name, program, and level. A dropdown menu is open for the student in row 5, displaying a list of warning reasons. A callout box labeled 'List of Early Warning reasons' points to the dropdown menu. At the bottom of the interface are buttons for 'OK', 'Cancel', and 'Apply'.

3		AS Bachelor - Undecided	Freshman	
4		AS Bachelor -	Freshman	
5			Freshman	Assignment/Homework Class Participation General Concern Immediate Action Suggested Intermittent Attendance Never Attended Quiz/Examination Performance Stopped Attending Writing Skills
6		Program/Undergraduate Visitor	Sophomore	

Important: To complete entering the academic early warning alert, faculty should click the “OK” button at the bottom of the list. The “OK” button saves any changes and takes the faculty back to the Class Roster page. The “Apply” button saves any changes and keeps the faculty on the Academic Early Warning page. The “Cancel” button takes the faculty back to the Class Roster page without saving any changes.

The faculty can enter 1 to 2 warnings during the 4-7 week period for a student until midnight of the last day of the 7th week.

During the 4 – 7 week period, the automated process will run each evening to:

1. Apply the Advisor Note.
2. Send the communication regarding the checklist availability.
3. Gray out the row for that student, which will no longer be available for warnings for that course for that term.

Note: Faculty may only submit warnings for a student once during the 4-7 week period for a given course.

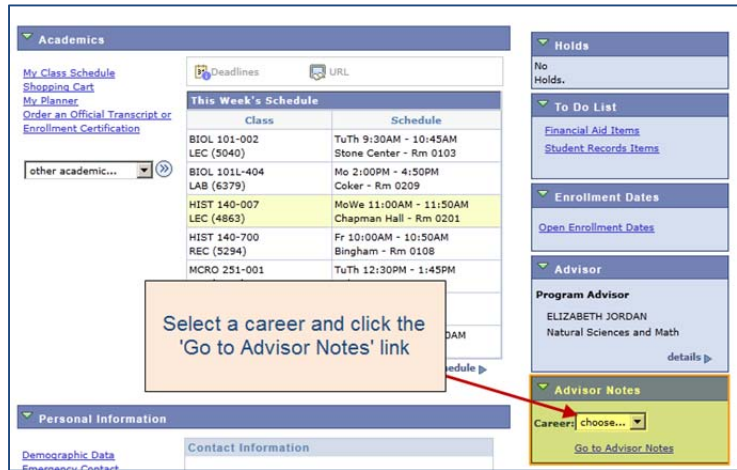
Advisor Access

Advisors will need to access the Advisor Notes for the student during an advising session.

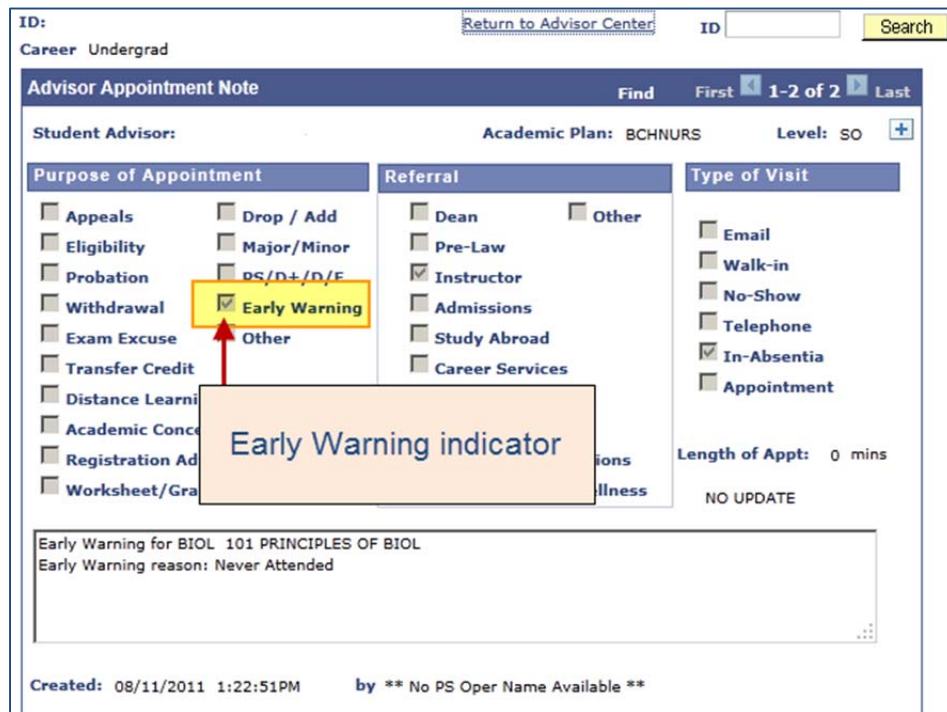
Advisors can access advisor notes by going to *Self Service > Advisor Center > Advisee Student Center*.

To access Advisor Notes:

1. Choose a career
2. Select Go to Advisor Notes



Advisors will see the following advisor note for the student the day after submission by faculty:



Students

A student will receive an email communication notifying him that he has a Student Records Item on his Self Service page that needs to be reviewed. **A copy of this email communication is included below.**

Subject: IMPORTANT: New To Do List Item In ConnectCarolina
Importance: High
Sensitivity: Private

Dear _____,

You have a new To Do List Item with an important and timely message in ConnectCarolina.

Please check your To Do Items in Student Self-Service within ConnectCarolina as soon as possible to read this important message. To access the message, click on "Student Records Item."

Thank you,

Undergraduate Retention
The Office of Undergraduate Education
www.studentsuccess.unc.edu

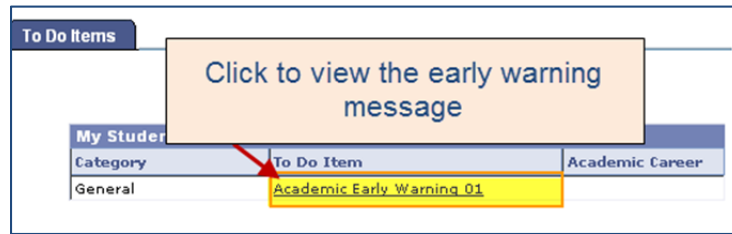
A student will also have a checklist item added to his 'To Do List' as shown below. **To view checklist items**, a student can log into his Student Center and view his To Do Items (located on the right-hand side of the page).

The screenshot shows the Student Center interface. On the left, there is a navigation menu with 'Academics' selected. The main content area displays 'This Week's Schedule' with a table of classes. A red arrow points from an 'Early Warning System alert' box to a 'To Do List' item labeled 'Student Records Items' in the right-hand sidebar. The sidebar also includes sections for 'Holds', 'Enrollment Dates', and 'Advisor'.

Class	Schedule
BIOL 101-002 LEC (5040)	TuTh 9:30AM - 10:45AM Stone Center - Rm 0103
BIO LAB	
HIS LEC	
HIS REC	
MCRO 251-001 LEC (2473)	TuTh 12:30PM - 1:45PM Coker - Rm 0201
MCRO 251-401 LAB (2474)	Mo 9:00AM - 10:50AM Room: TBA
SPAN 203-002 LEC (5202)	MoWeFr 8:00AM - 8:50AM Dey Hall - Rm 0303

Early Warning System

When a student clicks the checklist item's link, it takes him to the **To Do Items** checklist. Clicking the early warning item takes the student to that particular warning message.



When a student updates the To Do Items (mark the checkbox and save), the checklist disappears from the **To Do List** and the student is taken back to that page in Self Service. In addition, the Early Warning table is updated with the response as a 'Y'.

Academic Early Warning

Dear Student,

This is an Academic Early Warning concerning your performance in the following course:

CHEM 481L PHYSICAL CHEMISTRY LAB I
Reasons: Never Attended

You are strongly encouraged to do the following **as soon as possible**:

1. Visit your instructor during faculty office hours or make an appointment with your instructor. **Discuss your progress in the course as well as strategies for improvement.**
2. Schedule an appointment with an academic advisor or attend walk-in hours for your division. Appointments can be made, and walk-in hours viewed, at advising.unc.edu. **Be prepared to discuss your visit with your instructor, and bring a list of your questions.** If you are a Friday Center student, call (919) 962-1134 to schedule an appointment with one of the academic advisors at the Friday Center.
3. Utilize university resources designed to help you succeed. For a full listing of resources, visit www.studentsuccess.unc.edu.

The University of North Carolina at Chapel Hill has implemented an Academic Early Warning System to give you the opportunity to improve your academic situation before the semester ends. Use this opportunity to reflect on your academic performance and take action in a timely manner.

Sincerely,

Undergraduate Retention
The Office of Undergraduate Education

[Make an appointment with your advisor](#)

Print or save this communication for your records.
Your academic advisor has access to your early warning information.
 Checking this box will remove the To Do item and this communication.

Early Warning System

If a student does not respond, all Early Warning checklists can be deleted at a desired time during the term or at end of term and the table would populate with a 'N' to indicate they never acknowledged/responded.

The class rosters and Early Warning table data will remain by term until a purge process date or schedule is determined by Records and Retention.