

# Academic Early Warning System

## 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.

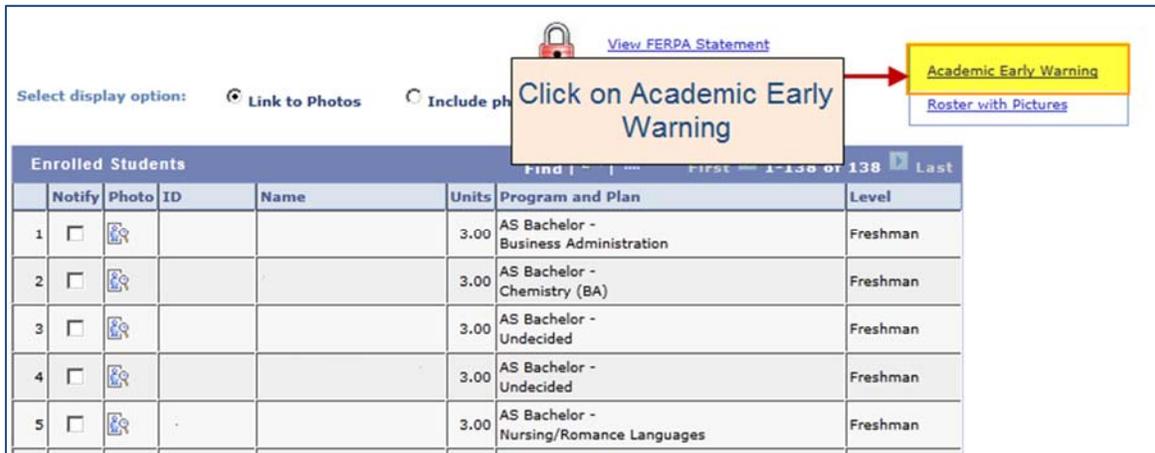
## Early Warning Workflow

1. Academic early warning fields activate in the 4<sup>th</sup> week of the term.
2. Faculty access the academic early warning fields through a link on their Class Roster page located within their Faculty Center in ConnectCarolina.
3. Starting on the first day of the 4<sup>th</sup> 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.

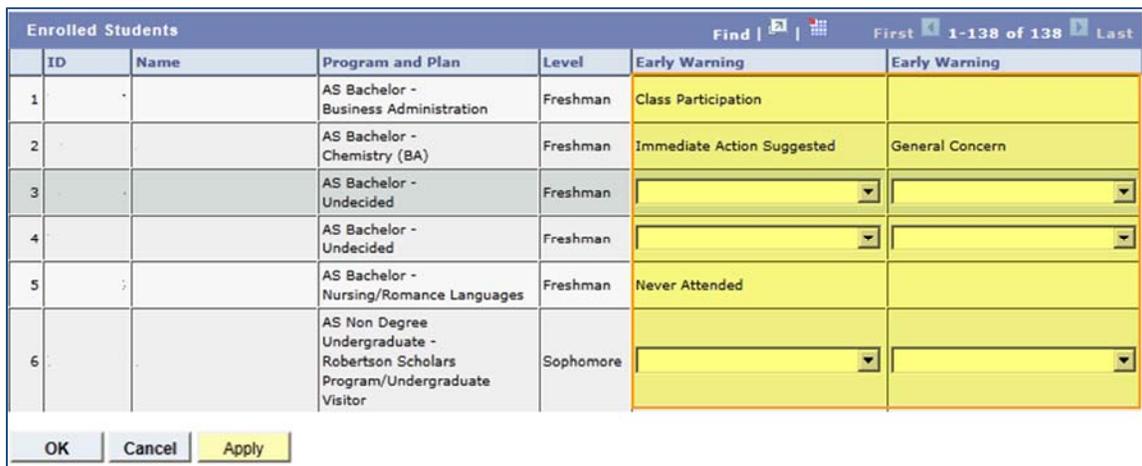
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## Faculty Access

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



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



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 7<sup>th</sup> week, all fields will gray out, but the entries will still be visible to faculty.

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**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 software interface for entering academic early warnings. It features a table with columns for course information and student status. A dropdown menu is open, 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 three buttons: 'OK', 'Cancel', and 'Apply'.

3		AS Bachelor - Undecided	Freshman		
4		AS Bachelor -	Freshman		
5			Freshman		
6		Program/Undergraduate Visitor	Sophomore		

**List of Early Warning reasons:**

- Assignment/Homework
- Class Participation
- General Concern
- Immediate Action Suggested
- Intermittent Attendance
- Never Attended
- Quiz/Examination Performance
- Stopped Attending
- Writing Skills

Buttons: OK, Cancel, Apply

**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 7<sup>th</sup> 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.

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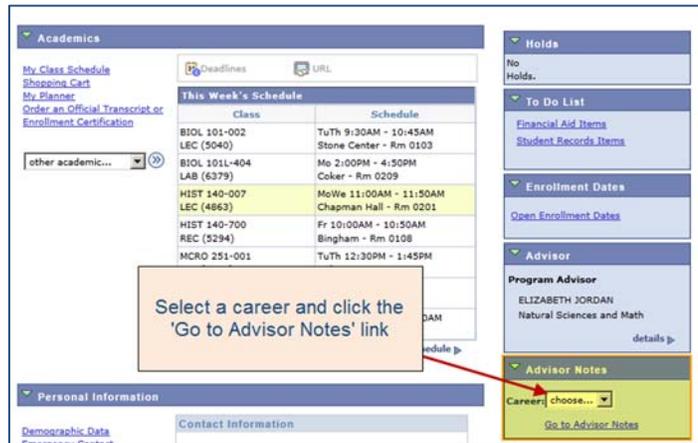
## Advisor Access

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

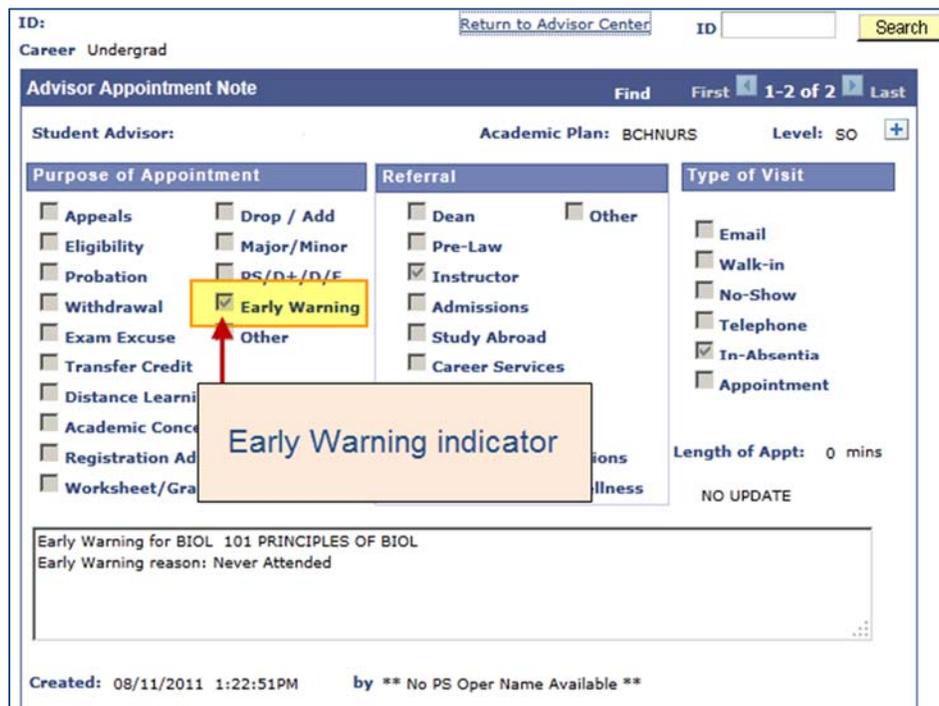
Advisors can access advisor notes by going to Advisee Student Center page

### 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.

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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](http://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 displays the Student Center interface. On the right-hand side, there is a 'To Do List' section. A red arrow points from a text box labeled 'Early Warning System alert' to the 'Student Records Items' link within the 'To Do List' section. The 'To Do List' section also includes links for 'Financial Aid Items', 'Enrollment Dates', and 'Advisor'. The 'Advisor' section lists 'ELIZABETH JORDAN' as the Program Advisor for Natural Sciences and Math.

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.

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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'.

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.