Inform Students

WEEK 1

Syllabus statement
Classroom announcement

For the 2018 summer session, this class will be participating in a new program pilot at FSU, called the "Proactive Referral & Engagement (PRE) program." The purpose of this program is to give you on-time support based on your performance in class. Therefore, I may share information about your class performance with the coordinator of this program, Dr. Samantha Nix, who will reach out to you via email and phone with resources.

This is a technology pilot, so there may be minor issues along the way. That is ok! You will still receive help. In return for your patience, we will learn what needs to be adjusted for future implementations.

Submit Referrals

WEEKS 1-3

Class attendance
Class participation
Concerns about motivation (explain)
Disruptive/Concerning behavior (explain)
Financial concerns
Missing/late assignments
Needs assistance building...
  - writing skills
  - quantitative skills
  - study skills
Poor assignment/test grade
Other (explain)

Close the Loop

WEEKS 4-6

Case closure messages
Assess usage numbers
Satisfaction survey
Instructor feedback
Student focus groups
Fall pilot plans

Contact

Samantha Nix
(850) 645-4047 | SNIX@FSU.EDU

Student Contact

WEEKS 2-4

Cases generated
Request to meet with student using email
Email includes resources
  - Meet with instructor, TA, advisor, coach
  - Tutoring resources (ACE, PASS, Strozier, etc.)
  - Academic consultations
  - Drop/Withdrawal information
Phone calls
FSU Early Alert How-To  
2018 Summer C Session Technology Pilot

**Step 1:** Log on to my.fsu.edu and look for this icon.

**Step 2:** Under “Class Listing” select “Progress Reports” for the class of your choice.

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SLC.1122) Strategies for Academic Success</td>
<td>TR 2:00p-3:15p</td>
<td>UNIVERSITY CENTER (A)-44147</td>
</tr>
</tbody>
</table>

**Step 3:** Use check boxes to select student(s) to which you want to apply the same alert. Click the drop down at the top and select, “Create a New Progress Report”.

**Step 4:** Select “Yes” for “At-Risk to Fail Your Class” then use drop down menu to select appropriate alert reason. Absences and anticipated grade can be estimates and are NOT required. Comments are most helpful.

**Alert Reasons**
- Class attendance
- Class participation
- Concerns about motivation (explain)
- Disruptive/Concerning behavior (explain)
- Financial concerns
- Missing/late assignments
- Needs assistance building...
- writing skills
- quantitative skills
- study skills
- Poor assignment/test grade
- Other (explain)

Questions? Contact Dr. Samantha Nix at snix@fsu.edu or 850-645-4047