How To Submit Referrals to the PRE Program

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.

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 or participation
- Financial concerns
- Missing or late assignments
- Needs general study skills assistance
- Poor assignment or test grade
- At risk to fail course (please explain)

Questions? Contact Dr. Samantha Tackett at stackett@fsu.edu