How To Submit Referrals to the PRE Program
Fall 2018 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.

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