Early Academic Alert System

Purpose:
The Early Academic Alert System (EAAS) is a program that allows faculty members the opportunity to alert a student and his or her assigned academic advisor about the student’s performance in the faculty member’s course. Advisors will contact the referred student to identify the source of the academic difficulties and connect the student to the appropriate resources for assistance. These resources may include, but are not limited to: subject-specific peer tutoring; supplemental instruction; academic coaching; academic advising; personal counseling; Disability Resource Center; Student Ombuds; and Career Services. Students may also be referred back to their course instructor for more intensive and course-specific work.
**Procedures:**

To initiate the Early Academic Alert (EAAS) through myWings, Banner Self Service:

Go to Staff Tab
Employee Services
Click on Faculty Services Tab — Early Academic Alert System
Select Term and Course
Click on the specific student N# and complete referral form
An email is generated to the student, his or her assigned academic advisor, the referring faculty member and the EAAS program administrator.

The student’s assigned academic advisor or college designee will follow up with students who do not respond to the automated email and log their comments to the EAAS system.
Faculty can log back in to the EAAS and view these results. ACE advisors will also provide a more detailed email to the referring faculty member.

### Early Academic Alert System

The Early Academic Alert System allows the Administrator and Advisors to manage students who have been referred by an instructor.

The Administrator and Advisors can update the Student Contacted, Student Response and Comment fields. Only the Administrator can update the Advisor field. However, if an Advisor updates a student then they will be automatically assigned to that student.

Select Term then select from any of the other drop down boxes, College, Classification, Advisor, or Student Contacted, if desired. Then select the Submit button to retrieve a list of students for the selected criteria.

To update a student's information, select the UNF ID hyperlink, enter the appropriate information then select the Update button.

Select the Show Report in Excel hyperlink to display the listed students in Excel.

<table>
<thead>
<tr>
<th>Term: Spring 2016</th>
<th>College: Academic Center for Excellence</th>
<th>Classification: All</th>
<th>Advisor: Wooton, Kellie</th>
<th>Student Contacted:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>UNF ID: NI004625</th>
<th>College: Brooks College of Health</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Whitaker, Chase</td>
<td>Major: Health Admin</td>
<td></td>
<td>Low Test/Quiz Scores:</td>
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<tr>
<td>Referring Instructor: Marshall, Elie</td>
<td>Attendance:</td>
<td>Recommendations:</td>
<td>Y</td>
<td></td>
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<td>Incomplete Assignments: Y</td>
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</tbody>
</table>

**Faculty Comments:** Completed 3/4 BB Discussions. Completed 12/15 S&Net assignments.

**Student Contacted (MM/DD/YYYY):** 02/04/2016

**Student Response (MM/DD/YYYY):** 02/04/2016

**Advisor:** Wooton, Kellie

**Comment:** Spoke with student about competing tutoring

**Note:** There are 100 characters allowed for comments.

**Update**