

TO: Faculty Members and Spring 2020 Course Instructors
FROM: Michelle Kent-Landes, Director of Student Academic Success and Advising
DATE: February 18, 2020
RE: Spring 2020 Early Warning System - Instructions for Faculty

Detailed Explanation of the Process:

Go to Bannerweb and login to secure area with SITNet ID and Password.

Then, select "Faculty & Advisors."

Then, select "Term Selection" and change to current semester.

Scroll to the bottom of the list and select "Early Warning."

You should then see a list of the courses you are currently teaching and a column with the header "Completed?"

Click on the "No" next to the appropriate section you are teaching.
You should see a copy of your class list with a number of columns.

Review the list and for each student who may be having some kind of difficulty change the designation under "Good Standing" from "Yes" to "No." **NOTE: You must change this designation to proceed. Changing the Yes to No is also sends an e-mail to the student. Changing the Yes to No is also sends an e-mail to the student.**

Then, complete the rest of the boxes as appropriate for that student:

of Classes Missed -- insert a number

Comes to Class Unprepared -- check if appropriate

Inattentive in Class -- check is appropriate

Tutoring Referral -- check if appropriate

Current Letter Grade or No Grade (NG) as Yet -- insert actual letter grade or NG

Comments: add textual comments as appropriate. [There are 2 boxes for comments, 1 for comments visible to Student Success and the student, and one that can be shared with just student success if you prefer]

When you finish, click "Save Changes." You may review the results and select "Change Roster" if you feel you need to go back to make changes.

Once you have completed your choices, select "Complete/Submit" which will generate email messages to each student flagged as NOT in Good Standing. It will also Cc you as Instructor and me (Director of Student Success) for follow-up. The following page has an example of an-mail message depending on what was submitted through the early warning system.

Please complete your Early Warning submission before midnight on Thursday March 12th, 2020.

Thanks for your cooperation! I am happy to answer any questions you may have.

Dear student's name,

You are receiving this email as an early academic alert for your progress in a course by a professor who is concerned about your current standing in the course. The purpose of this email is to help connect you with resources so that you can give yourself the best chance to succeed this semester. Below please find a summary of the concerns.

If tutoring is available for this course, you will receive directions on how to sign up within the next 24 hours. If you don't receive an e-mail about tutoring because it's not available, we encourage you to visit your professor during office hours. We also encourage you to utilize the additional support services below. Please do not hesitate to contact me if I can assist in any way. SUNY Poly is committed to your success.

Additional support services:

Michelle Kent-Landes- Director of Student Academic Success and Advising, Cayan Library
142, Kentlam@sunypoly.edu

Wellness Center: Medical and Counseling Services in Campus Center- Call 315-792-7172 to make an appointment.

Course: 2002 COM 300 Oral Communication

Concerns:

3 classes missed

Comes to class unprepared

Inattentive in class

Not completing assignments

Recommendations:

Tutorial referral

Meet with your professor within the next week to discuss these concerns.

State University of New York Polytechnic Institute
Michelle Kent-Landes, Director for Student Academic Success and Advising
Office: Library L-142 / Email: Kentlam@sunypoly.edu / Tel: 315-792-7312

The last item: "Meet with your professor within the next week to discuss these concerns," will appear automatically at the bottom of every email generated.