

Welcome to the Academic Alert Process Faculty Guide!

This guide includes an overview of the Academic Alert Process, instructions for submitting an Academic Alert and answers to frequently asked questions.

The goals of the Academic Alert program are to increase retention, persistence, and success. It was designed to identify students who may be at risk of academic difficulty or failure as early as possible.

Faculty are able to see firsthand when students are experiencing barriers to success or showing signs that they may need additional support. Observing these behaviors and intervening in a timely and meaningful way is critical to helping students overcome problems and issues. That is why you are so crucial to the success of this program; you provide the connection between the students and the resources available to help them succeed.

Faculty and staff play an important role in encouraging students to use campus resources such as Academic Success Coaches, Counseling Services, The Learning Commons, Student Support Services, etc.

Faculty are encouraged to make an Academic Alert referral as soon as signs of barriers to success appear.

Please know this is different from the Enrollment Verification process at the start of the semester. Academic Alerts can be submitted at any point in the semester, but there may be limited options for students later in the semester. If students are unable to improve their performance for your specific class, doing an Academic Alert towards the end of the semester can still invite and encourage the student to utilize resources to improve in the following semester.

The Process:

1. Faculty submits an Academic Alert Referral at anytime.
2. The referral is received by the Academic Success Coach leadership team as well as the Learning Commons if a need for Tutoring is indicated.
3. The Academic Success Coach leadership assigns the student to a Coach if they do not already have one, or the Academic Success Coach receives referral directly and reaches out.
4. Success Coach reaches out to student to offer support, guidance, skill-building, and/or connection to appropriate resources.
5. An email will be sent from the Academic Success Coach letting the faculty member know if:
 - able to connect with the student
 - able to communicate with the student
 - the student scheduled a meeting but did not attend
 - the student did not respond in any way to the outreach.

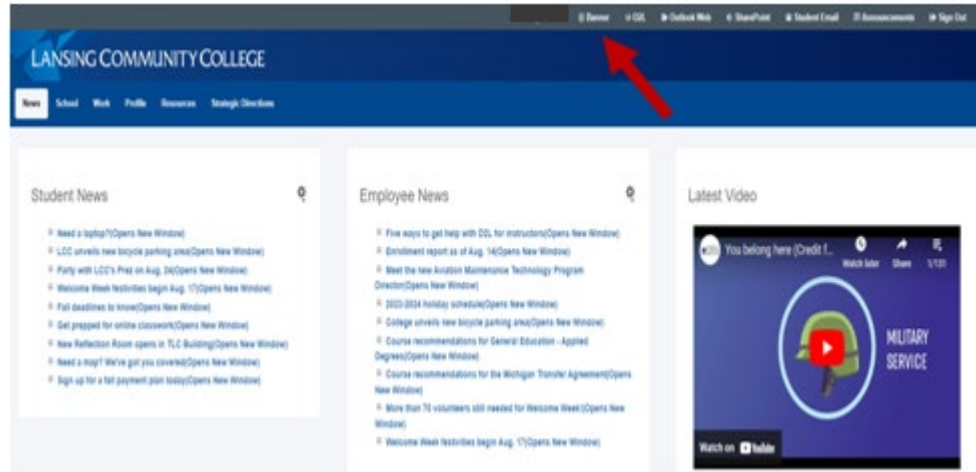
Updates on the student's progress in the course is appreciated.

How to Submit an Academic Alert:

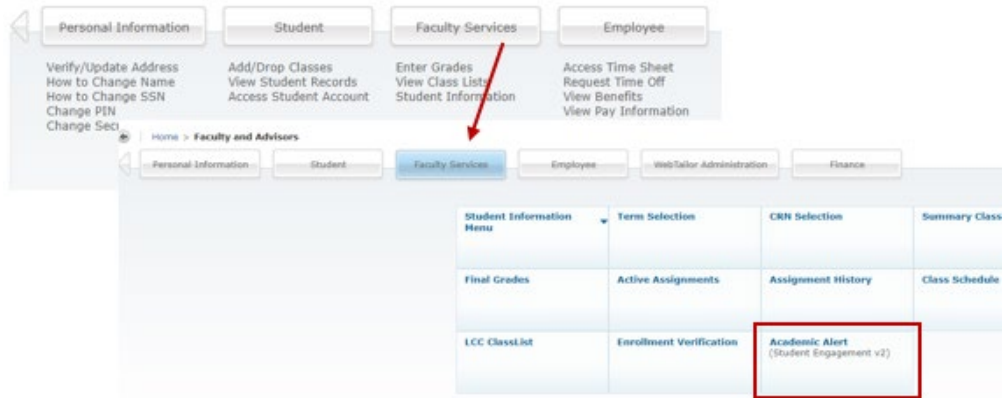
Descriptions

To access and submit your Academic Alert(s), log in to [myLCC](#) and click on Banner in the upper right side of the screen

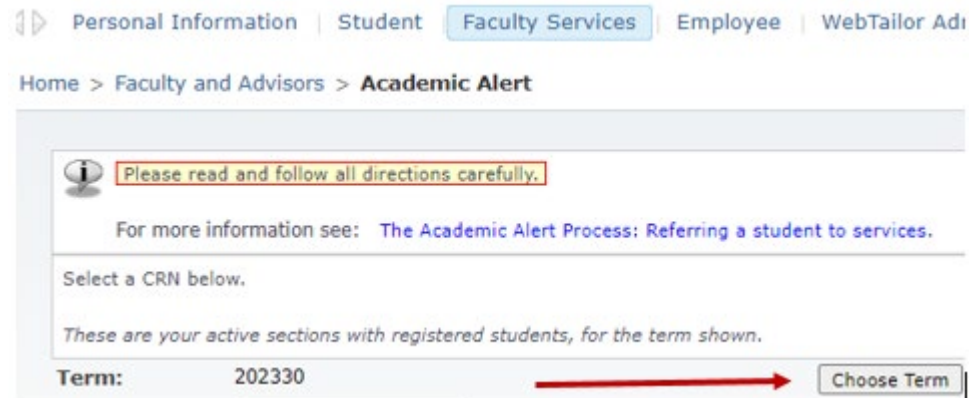
Screen Shots of Academic Alert Referral System



Under the Faculty Services tab, click **Academic Alert Referral**



The term will default to the current term code or one used earlier in SSB. This can be set here by the faculty member if there are no CRNs in the term shown. Select Choose Term.



Descriptions

The CRN dropdown will show all classes for which the faculty member has been assigned as the primary instructor and which are active and contain registered students. Select the proper section.

A selection of students will appear, and page directions have changed. Specifically:

1. Last Submission
- Will say if the class has not been submitted yet
2. Information about selecting student or classroom visit.
3. Student dropdown
- Students already submitted this week will not be in the selection list.
4. Check if you would like an ASC or LC tutor to visit class or if you have no one to refer.
5. Submit
- Disabled unless the new checkbox is used.

Screen Shots of Academic Alert Referral System

Home > Faculty and Advisors > Academic Alert

Please read and follow all directions carefully.

For more information see: [The Academic Alert Process: Referring a student to services.](#)

Select a CRN below.

These are your active sections with registered students, for the term shown.

Term: 202330 Choose Term

CRN: -Select- -Select- ACCG161 - 30390

Home > Faculty and Advisors > Academic Alert

Please read and follow all directions carefully.

For more information see: [The Academic Alert Process: Referring a student to services.](#)

1 This class was last submitted on 06/06/2023 at 09:24 AM (week 23).

2 Select a Student below.

- If you do not have any students to submit, select "I have no students to refer at this time."
- If you would like an Academic Success Coach or Tutoring to come to your classroom to do a quick presentation on services or a specific topic select "I would like to request a classroom visit."

3 Term: 202330 Choose Term

CRN: 30390 Choose CRN

4 Student: -Select-

5 I would like to request a classroom visit.

I have no students to refer at this time.

Submit

Descriptions

The bottom of the same page contains the referral form entry.

Note that the Submit button is disabled until there is information in at least one of the first three input areas.

1. **Academic**
Check any of these which apply; if none do, but the referral is academic, leave them unchecked and provide details in Additional Comments.
2. **Non-Academic**
(Same as the Academic above)
3. **Explanatory Remark**
Provide a brief explanation of the referral reason.
4. **Checkboxes**
 - Request a classroom visit. Would you like an ASC or LC to visit your class? Add specifics in Additional Comments box above.
 - Communicated concerns. Have you discussed this matter with the student?
 - Notified of this referral. Have you notified the student you are making this referral?

Screen Shots of Academic Alert Referral System

The screenshot shows a web form titled "Enter Referral Information". It is divided into several sections:

- Section 1 (Academic):** A box containing a list of checkboxes: Language Barrier, Missing Assignments, Participation, Resources (textbook, laptop, internet, calculator), Time Mgmt/Organization/Study Skills, Tutoring, and Writing Assistance.
- Section 2 (Non-Academic):** A box containing a list of checkboxes: Accommodations for a Disability, Community Resources (housing, food, transportation), Counseling Services, Financial Resources (additional financial assistance), and Limited Technology Skills (D2L, Computers, eBook).
- Section 3 (Additional Comments):** A large text input area with the placeholder text "Additional Information for ASC, Tutoring, and/or Students in regards to course and/or grades."
- Section 4 (Checkboxes):** Three checkboxes with labels: "I would like to request a classroom visit.", "I have communicated my concerns to this student.", and "I have notified this student of this referral."

A "Submit" button is located at the bottom of the form.

Academic Alert Submission Deadlines:

Please submit an Academic Alert at ANY TIME for students exhibiting the above academic and/or non-academic concerns.

Faculty should be encouraged to address any concerns directly with the student in addition to referring them to additional resources through an Academic Alert.

Frequently Asked Questions

What is an Academic Alert?

The Academic Alert process is a college-wide collaborative effort designed to support student success by identifying students who may be not doing well academically or who indicate other needs for additional support.

Through the utilization of the Academic Alert, an attempt can be made for faculty and staff to work together in helping LCC students achieve success. Through the initiation of an Academic Alert referral, individuals from various departments will attempt to connect with students and partner with faculty to provide additional support.

How does the Academic Alert help students?

Academic Alerts help students by providing connections to useful resources that will support them in their current situation. Campus professionals will make efforts to personally reach out to students and provide relevant, targeted support.

How does the Academic Alert help faculty?

An Academic Alert is a tool designed to provide faculty with an easy way to partner with other campus professionals to reach out to students who are struggling to achieve success in the classroom. The Academic Alert should be used in conjunction with faculty member outreach to aid in connecting the student to additional campus resources.

When should I submit an Academic Alert?

Faculty should only submit Academic Alerts for students exhibiting concerns that are negatively impacting their ability to succeed in the class.

What are the types of Academic Alerts?

There are two categories of Academic Alerts that cover a variety of issues a student may be facing. The more information we are able to gather, the better we will be able to assist students.

Academic Alert Categories:

Academic Alerts: used for students who are struggling *academically* in class and could benefit from assistance with overall content, writing assignments, study skills, language barriers, etc.

- **Language Barrier** – students whose first language is other than English which is presenting itself as a barrier to success
- **Missing Assignments** – students who have yet to turn in multiple assignments
- **Participation** – students who are not attending class, logging-in, etc.
- **Resources (textbook, laptop, internet, calculator)** – students in need of a physical resource in order to complete course work
- **Time Mgmt/Organization/Study Skills** – students who need assistance with these skills in order to be successful
- **Tutoring** – students who need additional help with the course content by working with a tutor
- **Writing Assistance** – students who need additional help with their writing skills

Non-Academic Alerts: used for students who are struggling in non-academic areas of the student cycle. These students may be missing class frequently or exhibiting signs of distress that indicate the need for additional support.

- **Accommodations for a Disability** – students who may have used an IEP or 504 in high school or who may benefit from some accommodations for a disability
- **Community Resources (housing, food, transportation)** – students who have shared or who you believe may need assistance with basic needs
- **Counseling Services** – students who may need mental health support
- **Financial Resources** – students who have shared they are in need of financial aid help or other additional financial assistance
- **Limited Technology Skills** – students who may lack basic computer skills or need help navigating D2L or other LCC systems

Can I add a widget to my D2L Homepage?

Yes you can. Go to [Academic Alert: Add a Widget to your D2L Homepage](#) below.

What if I have immediate concerns about a student's mental health or safety?

Do not submit an Academic Alert as the system is not intended for mental health or emergency situations. Please contact the LCC Police at 517-483-1800 for immediate concerns or follow the [BIT \(Behavioral Intervention Team\) process](#).

Who do I contact about my referral?

Armando Arevalo
Academic Success Coach Manager
arevala2@star.lcc.edu

Erin Matesich
Academic Success Coach Manager
matsice@star.lcc.edu

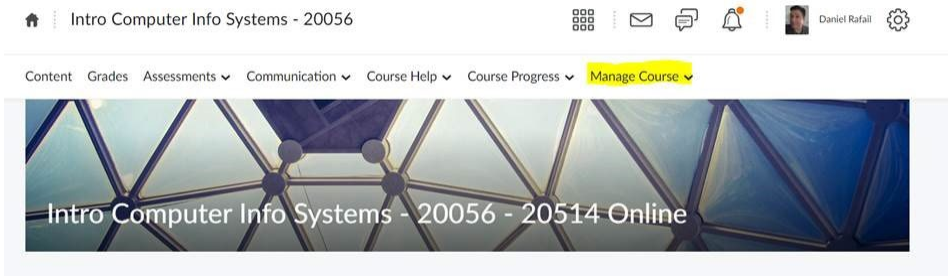
TeAnna Taphouse
Academic Resources & Services Coordinator
Learning Commons/TLC 1220
Main Office: (517) 483-1206
lcc-learning-commons@star.lcc.edu

Who oversees this process?

Sally Welch
Provost & Senior Vice-President of Academic Affairs
lcc-academic-affairs@star.lcc.edu

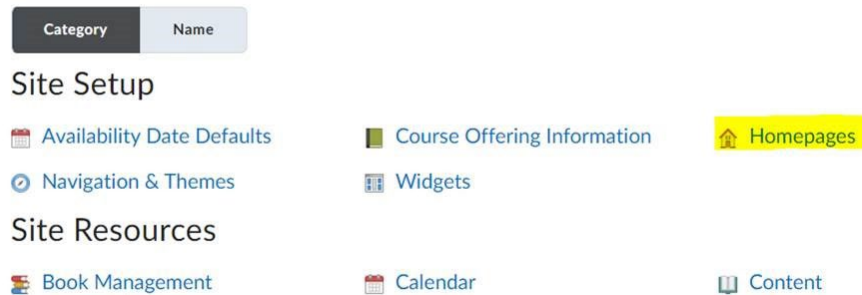
Academic Alert: Add a Widget to your D2L Homepage

Course Home page: Click [Mange Course, Course Administration](#)

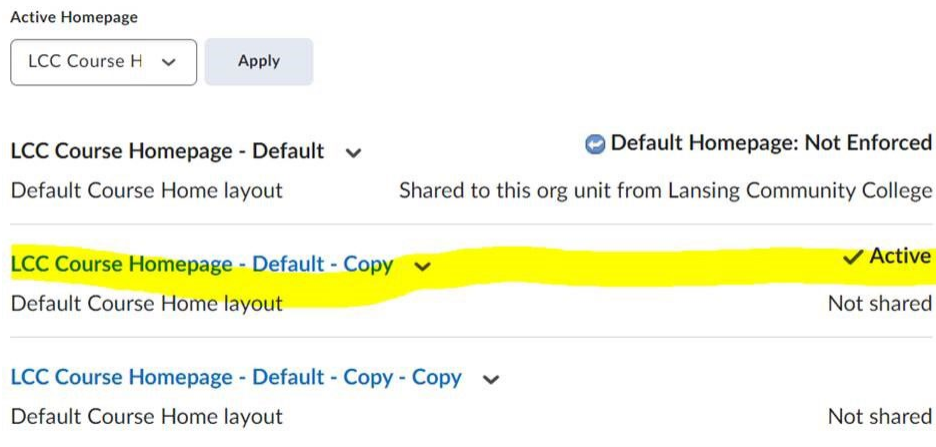


Course Administration: Click [Homepages](#).

Course Administration



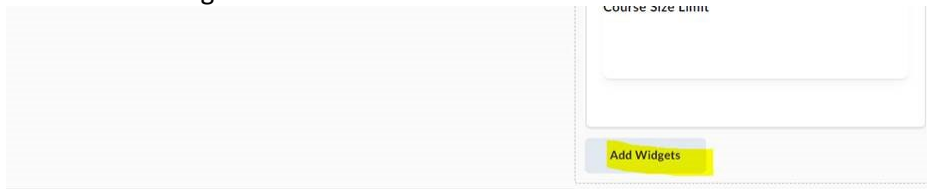
Click on the [Active copy of your home page](#).



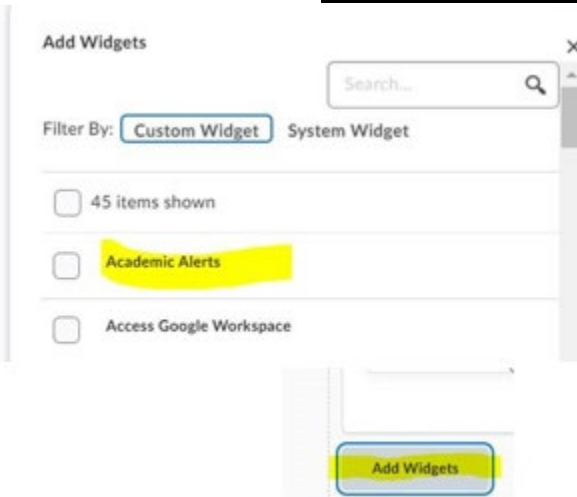
Scroll to the bottom of your Edit home page screen: Click [Add Widgets](#).

Edit Homepage

Scroll down to bottom right column:

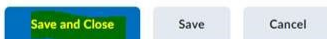
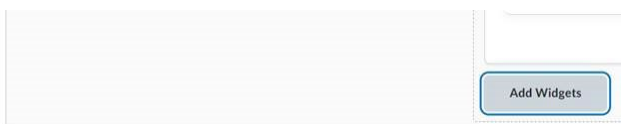


Select Academic Alerts: Click the Add button at the bottom of the list.



The Academic Alert widget will show up at the bottom right of your home page.

Click the Save and Close button to save the changes to your home page.



If you copy courses you may need to update this widget each semester to point to the correct semester information.