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.

Updated 08/18/2023
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.
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?

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

Updated 08/18/2023
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Setup</td>
<td></td>
</tr>
<tr>
<td>Availability Date Defaults</td>
<td>Course Offering Information</td>
</tr>
<tr>
<td>Navigation &amp; Themes</td>
<td>Widgets</td>
</tr>
<tr>
<td>Site Resources</td>
<td></td>
</tr>
<tr>
<td>Book Management</td>
<td>Calendar</td>
</tr>
</tbody>
</table>

Click on the Active copy of your home page.

LCC Course Homepage - Default
Default Course Home layout

LCC Course Homepage - Default - Copy
Default Course Home layout

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.

Updated 08/18/2023