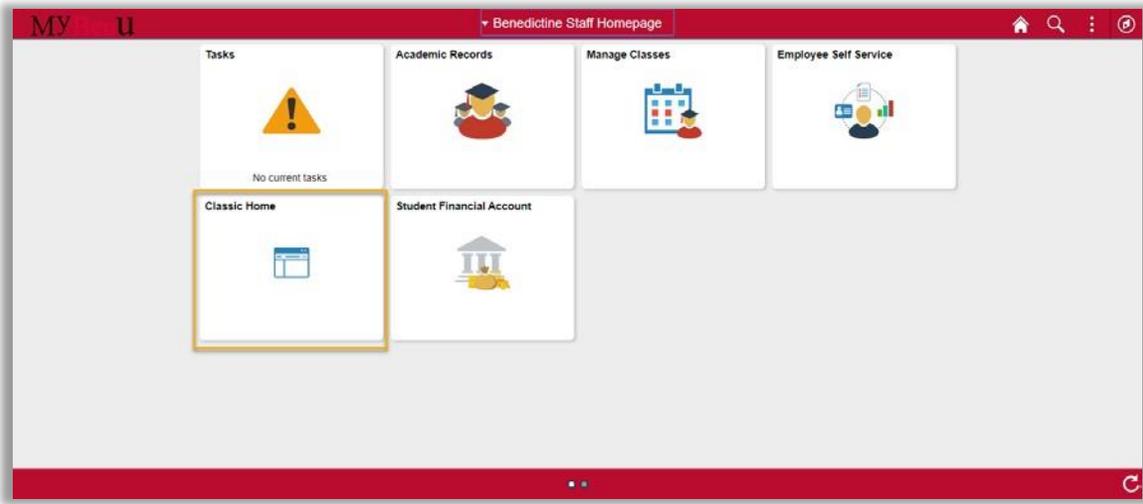
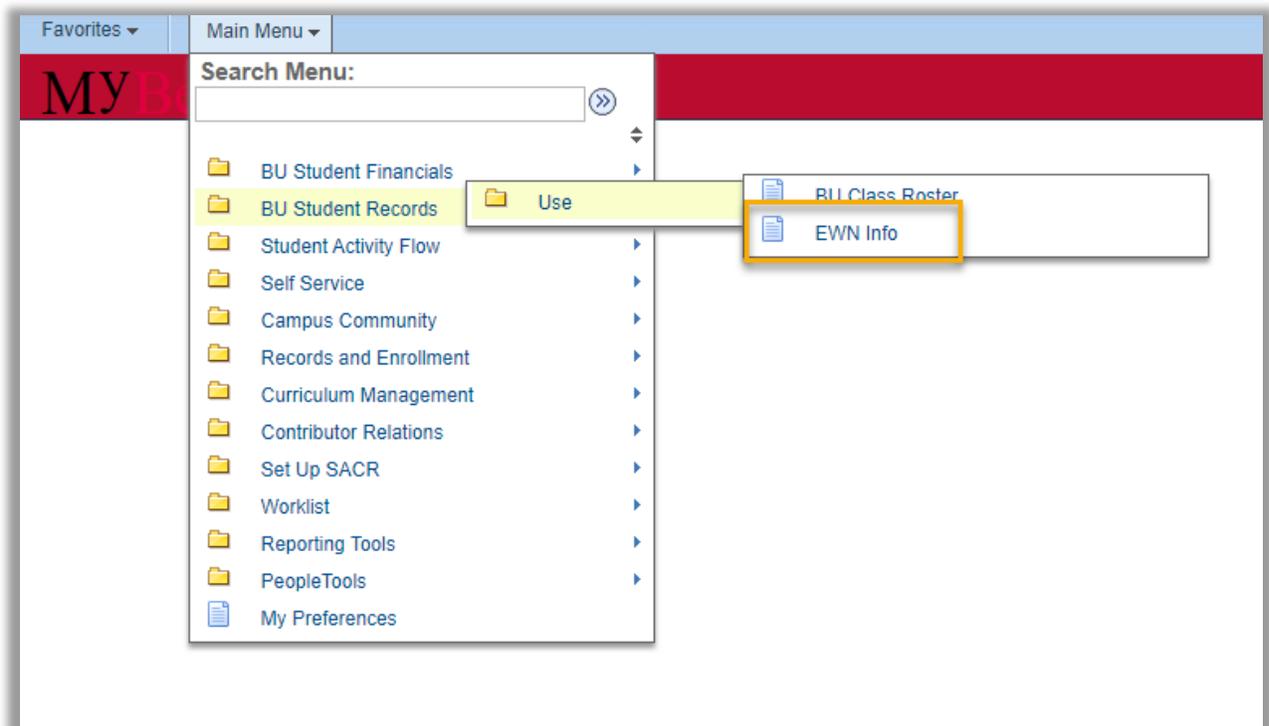


## To Enter an Early Warning Notice [EWN] for a Student.

1. Click on Classic Home



2. Click on Main Menu, BU Student Records, Use, EWN Info.



3. On the EWN Info page, enter BENUV for the Academic Institution [if it did not default] and the appropriate Academic Career [UGDS for Undergraduate, GRDW for master's quarter programs, GRDS for master's semester programs, DOCT for doctoral quarter programs, and DOCS for Doctoral semester programs]. Next, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the EWN Info page with the term populated.

### EWN Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

---

▼ **Search Criteria**

Last Name	begins with ▼	<input type="text"/>	
First Name	begins with ▼	<input type="text"/>	
Empl ID	begins with ▼	<input type="text"/>	
Academic Career	begins with ▼	UGDS	
Academic Institution	begins with ▼	BENUV	
Term	begins with ▼	0789	
Subject Area	begins with ▼	<input type="text"/>	
Catalog Nbr	begins with ▼	<input type="text"/>	
Class Section	begins with ▼	<input type="text"/>	
EWN Exists	begins with ▼	<input type="text"/>	

Include History    Correct History

[Search](#)   [Clear](#)   [Basic Search](#)   [Save Search Criteria](#)

4. If you know the student's last name, you can use a wildcard in the last name field. For example, if you are looking for a student whose last name begins with "A", type "A%" in the last name field. Or, if you know the student's "B" number, enter the number minus the "B" in the EMPL ID field.

## EWN Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Last Name begins with

First Name begins with

Empl ID begins with

Academic Career begins with

Academic Institution begins with

Term begins with

Subject Area begins with

Catalog Nbr begins with

Class Section begins with

EWN Exists begins with

Include History  Correct History

[Basic Search](#)

5. Click on the search button

Favorites ▾ Main Menu ▾ > BU Student Records ▾ > Use ▾ > EWN Info

**Find an Existing Value**

**Search Criteria**

Last Name begins with

First Name begins with

Empl ID begins with

Academic Career begins with

Academic Institution begins with

Term begins with

Subject Area begins with

Catalog Nbr begins with

Class Section begins with

EWN Exists begins with

Include History

[Basic Search](#)

**Search Results**

View All First 1-23 of 23 Last

Last Name	First Name	Empl ID	Academic Career	Term	Short Description	Enrollment Status	Reason	Gender	Date of Birth	Subject Area	Catalog Nbr	Class Section	Grading Basis	Instructor ID	Instructor	EWN Exists
			UGDS	0717 2016 Summe	Enrolled			Male	**/**	MGT	150	V64	GRD	2086046	Carrot,Cathy Peas N	
			UGDS	0717 2016 Summe	Enrolled			Female	**/**	MATH	95	AG03	REM	2086046	Carrot,Cathy Peas Y	
			UGDS	0717 2016 Summe	Enrolled			Male	**/**	MGT	150	V64	GRD	2086046	Carrot,Cathy Peas N	
			UGDS	0717 2016 Summe	Enrolled			Male	**/**	MGT	251	V64	GRD	2086046	Carrot,Cathy Peas N	
			UGDS	0717 2016 Summe	Enrolled			Male	**/**	MGT	251	V64	GRD	2086046	Carrot,Cathy Peas N	
			UGDS	0717 2016 Summe	Enrolled			Female	**/**	MATH	95	AG03	REM	2086046	Carrot,Cathy Peas N	
			UGDS	0717 2016 Summe	Enrolled			Male	**/**	MGT	150	V64	GRD	2086046	Carrot,Cathy Peas N	

- Click on the link for the appropriate student in the appropriate class. The EWN form page for the selected student in the selected class will open.

Student ID: [Redacted]

Term: 2016 Summe Academic Career: Undergraduate Semester

**EWN Info** Find | View All First 1 of 1 Last

Subject: Catalog Nbr: Class Section: Instructor ID:  
MGT 150 V64 Carrot, Cathy Peas

Effective Date: 10/03/2019 Estimated Grade: [ ]

**Possible causes for academic difficulty are:**

Poor Test/ Quiz  Attendance  Missed Quizzes  
 Writing Difficulties  Reading Difficulties  Math Difficulties  
 Lack of Study Skills  Missed Assignments  Other

**Recommendations**

See the instructor  See Math Specialist  See Science Specialist  See Writing Specialist  
 See Learning Specialist  See Academic and Career Enrichment Center  Drop the course  Other

Comment:  
[ ]

**Advisor(s)** Find First 1 of 1 Last

Torricelli, Hannah Pauline

Entered by: by:  
Date Entered: 10/03/2019 Last Update Date/Time:

Save Return to Search Previous in List Next in List Notify Update/Display Include History

7. Using the checkboxes and the free format “Comment” box as applicable, enter the information regarding the early warning you wish to communicate to the student. Then, click on the “Save” button.

Favorites ▾ Main Menu ▾ > BU Student Records ▾ > Use ▾ > EWN Info

Student ID: [REDACTED]

Term: 2016 Summe Academic Career: Undergraduate Semester

**EWN Info** Find | View All First 1 of 1 Last

Subject: MGT Catalog Nbr: 150 Class Section: V64 Instructor ID: Carrot, Cathy Peas

Effective Date: 10/03/2019 Estimated Grade:

**Possible causes for academic difficulty are:**

<input checked="" type="checkbox"/> Poor Test/ Quiz	<input type="checkbox"/> Attendance	<input type="checkbox"/> Missed Quizzes
<input type="checkbox"/> Writing Difficulties	<input type="checkbox"/> Reading Difficulties	<input type="checkbox"/> Math Difficulties
<input type="checkbox"/> Lack of Study Skills	<input checked="" type="checkbox"/> Missed Assignments	<input type="checkbox"/> Other

**Recommendations**

<input checked="" type="checkbox"/> See the instructor	<input type="checkbox"/> See Math Specialist	<input type="checkbox"/> See Science Specialist	<input checked="" type="checkbox"/> See Writing Specialist
<input type="checkbox"/> See Learning Specialist	<input type="checkbox"/> See Academic and Career Enrichment Center	<input type="checkbox"/> Drop the course	<input type="checkbox"/> Other

**Comment:**  
Missed assigned XXX, please meet with the writing specialist Mr. Jones.

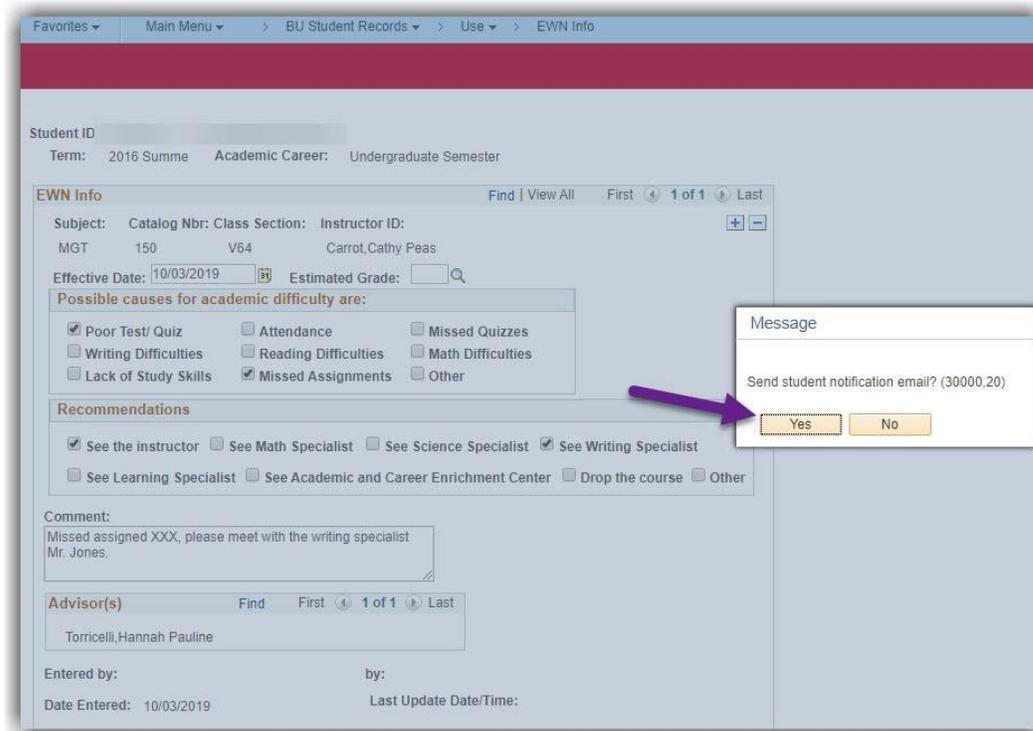
**Advisor(s)** Find First 1 of 1 Last  
Torricelli, Hannah Pauline

Entered by: by:  
Date Entered: 10/3/2019 Last Update Date/Time:

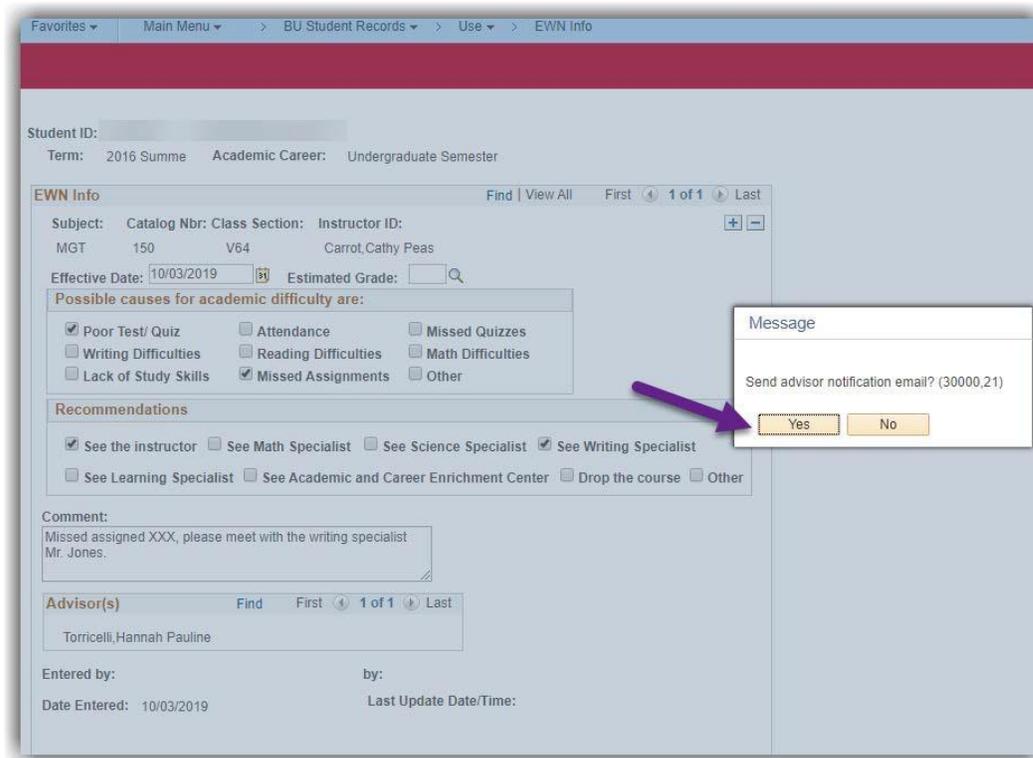


Save Return to Search Previous in List Next in List Notify

8. You will be prompted to “Send student notification email?” Click, “Yes”.



9. You will then be prompted to “Send advisor notification email?” Select, “Yes”.



10. The completed EWN form page will reopen. If you wish to submit an EWN for another student, click the “Return to Search” button. The EWN Info page will reopen.

Navigation: Favorites ▾ Main Menu ▾ > BU Student Records ▾ > Use ▾ > EWN Info

Student ID: [Redacted]  
Term: 2016 Summe Academic Career: Undergraduate Semester

**EWN Info** Find | View All First 1 of 1 Last

Subject: MGT Catalog Nbr: 150 Class Section: V64 Instructor ID: Carrot, Cathy Peas

Effective Date: 10/03/2019 Estimated Grade: [ ]

**Possible causes for academic difficulty are:**

<input checked="" type="checkbox"/> Poor Test/ Quiz	<input type="checkbox"/> Attendance	<input type="checkbox"/> Missed Quizzes
<input type="checkbox"/> Writing Difficulties	<input type="checkbox"/> Reading Difficulties	<input type="checkbox"/> Math Difficulties
<input type="checkbox"/> Lack of Study Skills	<input checked="" type="checkbox"/> Missed Assignments	<input type="checkbox"/> Other

**Recommendations**

<input checked="" type="checkbox"/> See the instructor	<input type="checkbox"/> See Math Specialist	<input type="checkbox"/> See Science Specialist	<input checked="" type="checkbox"/> See Writing Specialist
<input type="checkbox"/> See Learning Specialist	<input type="checkbox"/> See Academic and Career Enrichment Center	<input type="checkbox"/> Drop the course	<input type="checkbox"/> Other

**Comment:**  
Missed assigned XXX, please meet with the writing specialist Mr. Jones.

**Advisor(s)** Find First 1 of 1 Last  
Toricelli, Hannah Pauline

Entered by: CCARROT by: CCARROT  
Date Entered: 10/03/2019 Last Update Date/Time: 10/03/19 10:04:43AM

Buttons: Save Return to Search Previous in List Next in List Notify