

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

1. Click on Classic Home

МУНСИ		- Benedictin	e Staff Homepage		🏫 🤤 🖉
	Tasks	Academic Records	Manage Classes	Employee Self Service	
	No current tasks	Student Financial Account			
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2. Click on Main Menu, BU Student Records, Use, EWN Info.

Favorites -	Main Menu -
МУВ	Search Menu:
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	BU Student Financials
	BU Student Records Use BU Class Roster
	Student Activity Flow
	Self Service
	Campus Community
	Records and Enrollment
	Curriculum Management
	Contributor Relations
	Set Up SACR
	🗀 Worklist 🕨
	E Reporting Tools
	PeopleTools
	My Preferences

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.

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Search Criteria	1		
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First Name	begins with 🗸)	
Empl ID	begins with 🗸		Q
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Term	begins with 🗸	0789	Q
Subject Area	begins with 🗸		
Catalog Nbr	begins with 🗸	í	
Class Section	begins with 🗸)	
EWN Exists	begins with 🗸)	
Include History			

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 Va	lue		
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5. Click on the search button

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6. 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.

avorites	
tudent ID: 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: Q Possible causes for academic difficulty are: 10/03/2019 Carrot, Cathy Peas	+ -
Poor Test/ Quiz Attendance Missed Quizzes Writing Difficulties Reading Difficulties Math Difficulties Lack of Study Skills Missed Assignments Other	
See the instructor See Math Specialist See Science Specialist See Writing S See Learning Specialist See Academic and Career Enrichment Center Drop the o	ourse 🔲 Other
Comment:	
Advisor(s) Find First (1 of 1 (2) 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	2 Update/Display

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.

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See the instructor See Learning Sp Comment: Missed assigned XXX, p	or See Math Specialist See Science Specialist See Writ ecialist See Academic and Career Enrichment Center Drop lease meet with the writing specialist	ing Specialist the course 🔲 Other
Advisor(s) Torricelli,Hannah Pau	Find First (1) of 1 (2) Last	
Entered by: Date Entered: 10 of 20	by: Last Update Date/Time:	

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

avorites 👻 Main Menu 👻 🚿	BU Student Records → Use → EWN Info		
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Recommendations			
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See Learning Specialist See	Academic and Career Enrichment Center	op the course 🔟 Other	
Comment:			
Missed assigned XXX, please meet with Mr. Jones.	the writing specialist		
Advisor(s) Find	First (1) 1 of 1 (1) Last		
Torricelli, Hannah Pauline			
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9. You will then be prompted to "Send advisor notification email?" Select, "Yes".

dent ID: Term: 2016 Summe Academic Career: Undergraduate S	emester	
WN 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 B) Estimated Grade: Possible causes for academic difficulty are: 2000 2000	a	*-
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Recommendations Image: See the instructor See Math Specialist Image: See the instructor See Math Specialist	ce Specialist 🗹 See Writing Specialist	Yes No
See Learning Specialist See Academic and Career En	richment Center 🖾 Drop the course 🔲 C	Other
Comment: Missed assigned XXX, please meet with the writing specialist Mr. Jones.		
Advisor(s) Find First (1) of 1 (2) Las Torricelli, Hannah Pauline	E	

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.

/N Info	Find View All	First 🕢 1 of 1 🕢 Last
Subject: Catalog Nbr: Clas MGT 150 V6 Effective Date: 10/03/2019 Possible causes for acade	Section: Instructor ID: Carrot,Cathy Peas Estimated Grade: Q emic difficulty are:	+ -
 Poor Test/ Quiz Writing Difficulties Lack of Study Skills 	Attendance Missed Quizzes Reading Difficulties Missed Assignments Other	
Recommendations		
Recommendations See the instructor Se See Learning Specialist omment: Missed assigned XXX, please me Ar. Jones.	ee Math Specialist See Science Specialist See	Writing Specialist Drop the course 🔲 Other
Recommendations See the instructor See See Learning Specialist omment: Aissed assigned XXX, please med Ar. Jones. Advisor(s) Torricelli,Hannah Pauline	ee Math Specialist See Science Specialist See	Writing Specialist Drop the course 🔲 Other