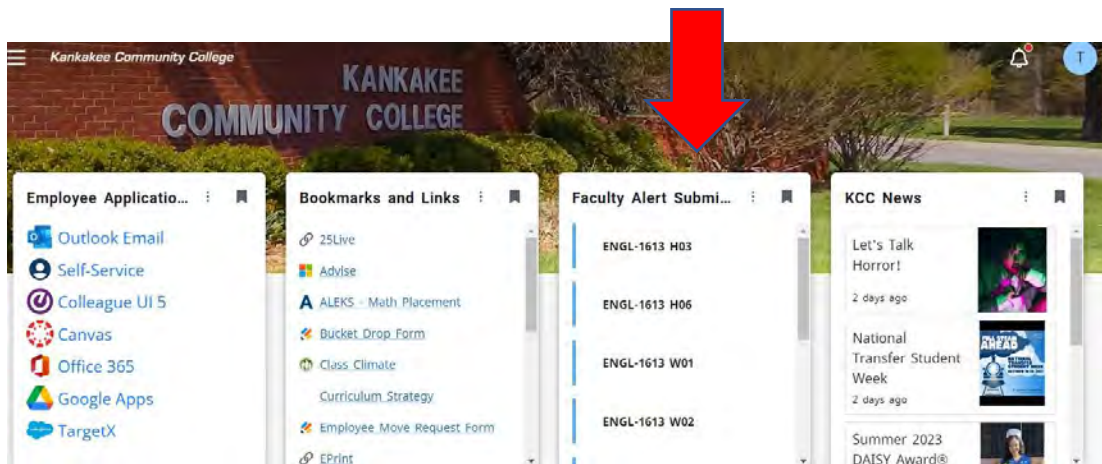


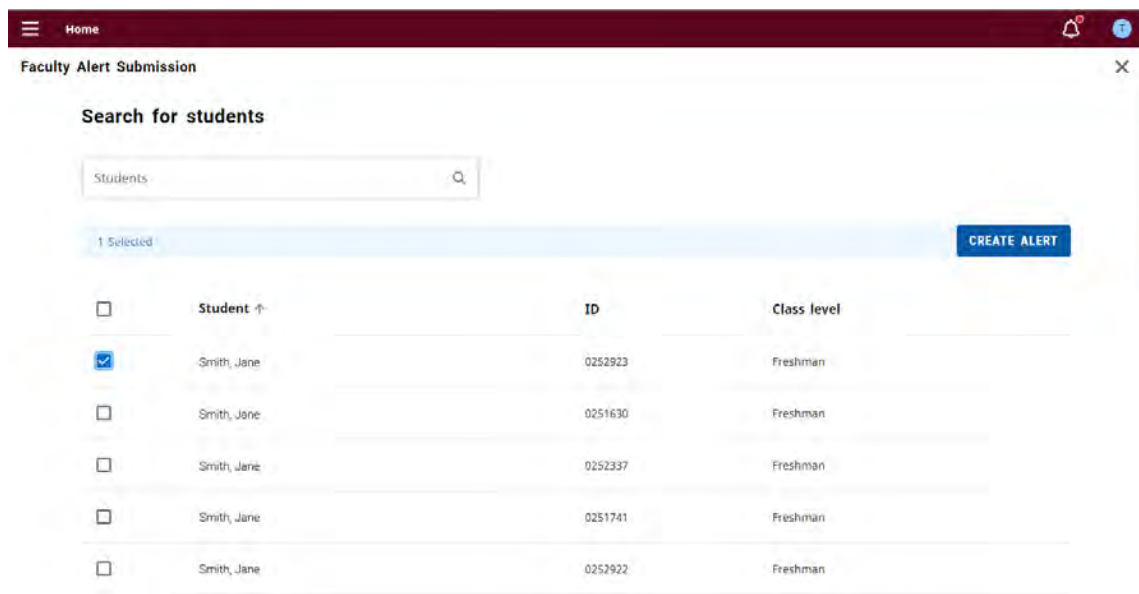
HOW TO RAISE STUDENT ALERTS

A KCC faculty member can raise alerts on students registered in their course sections using the steps below. Alerts can be based on academic performance, behavioral concerns, or code of conduct violations.

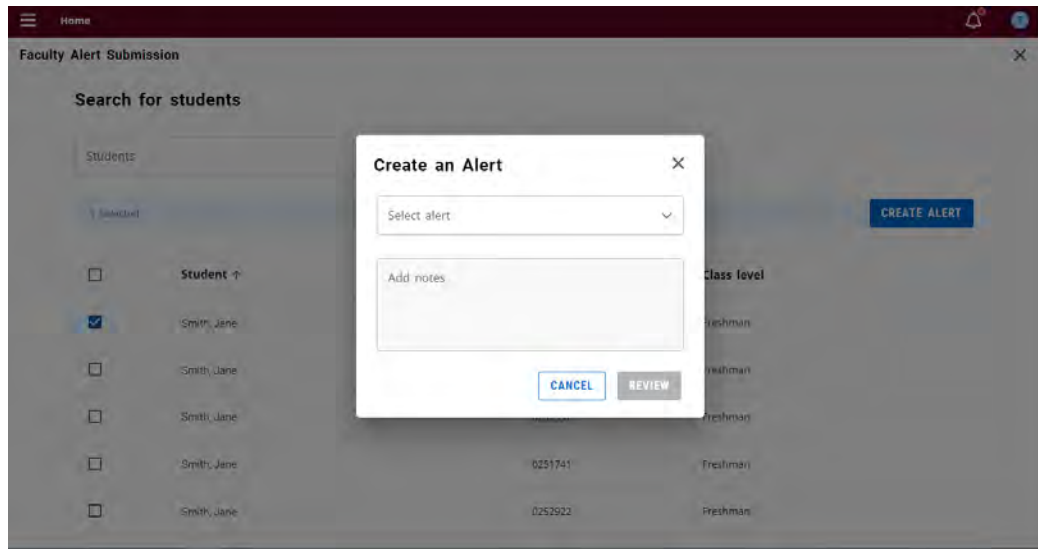
1. Go to your My KCC portal - <https://my.kcc.edu>
2. Find the card "Faculty Alert Submission".
3. Click on the course section in which the student is enrolled.



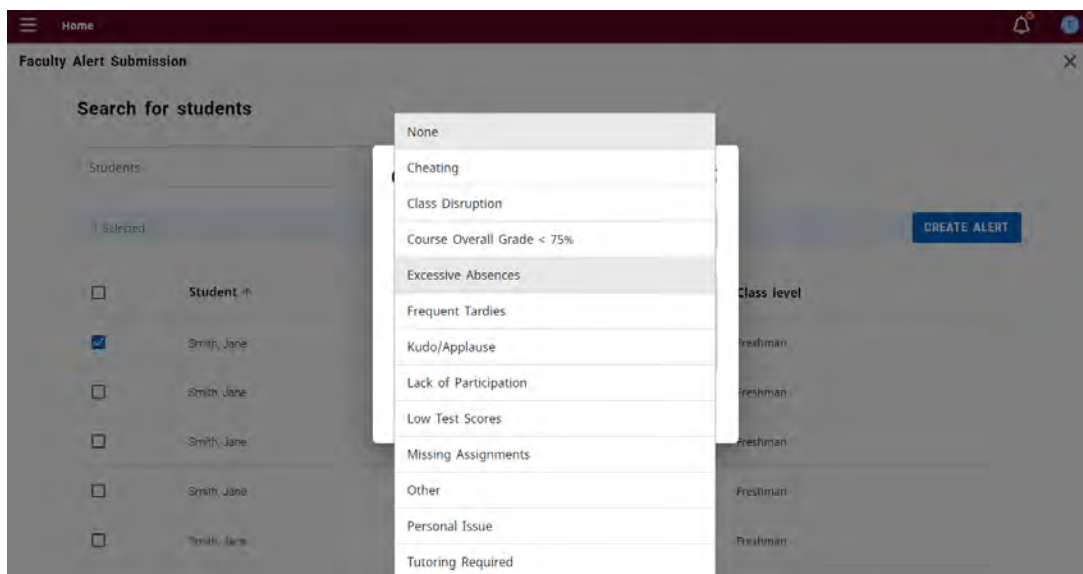
4. Select the student by checking the box before the student's name.



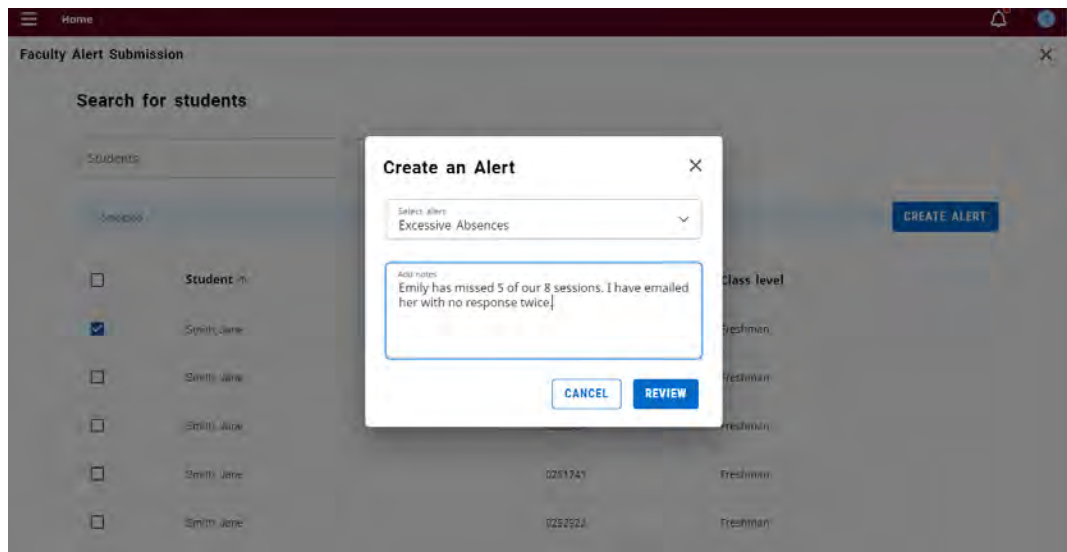
5. Click **CREATE ALERT**



6. Use the dropdown box to choose the alert that most closely matches your concern. If there are multiple issues, you can add those to the notes.



7. Add notes. Notes should include:
 - All specifics about your concern.
 - Your attempts to discuss the issue or talk to the student.
 - Suggestions to rectify the situation.



8. Click “Review”

Next Steps:

1. The assigned advisor, success navigator, or conduct officer (depending on the alert type) will receive a notification of the alert.
2. That staff member will attempt to contact the student to discuss the current challenges, provide resources and help find a resolution regarding the alert.
3. Once the advisor talks to the student or makes 3 attempts without success, the staff member will document the alert outcomes in Advise and close the alert.
4. The reporting faculty member will receive an email with the results as appropriate.

Notes:

- Staff or faculty can similarly raise alerts on students not in class by using the “Staff Alert Submission” card on the portal.
- Faculty members can see more details about students by looking them up in the Advise system.