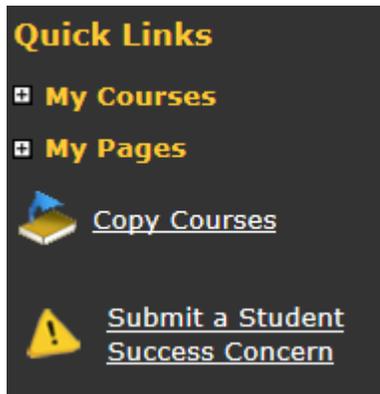


## Student Success Alert Program

The following are the steps to submit a Student Success Alert:

1. Login to MyCSI
2. Select "Submit a Student Success Concern" on the left-hand side of the page



3. Select the student(s) you want to submit
  - a. You can submit more than one student at a time, but all the students will have the same concern type, comments and intervention

Submit Early Alert(s) for\*



4. Choose the course you are submitting students from by clicking the down arrow:

Submit Early Alert(s) for\*



5. Select the correct relationship you have with the student(s)

Your relationship to the selected student(s)\*

- Focus Area Advisor
- Other
- Staff - Direct Interaction
- Faculty - Current
- Staff - Indirect Interaction
- Major Advisor
- Faculty - Past

6. Select the concern type

- a. You can only select one concern type for each submission

Type of concern\*

- Academic - Attendance
- Academic - General Concern
- Academic - Attendance and General Concern

7. Select the severity of the issue

Severity of this issue\*

- High Severity
- Moderate Severity
- Low Severity
- Unsure

8. In the comment area enter any information that you think would be helpful for the focus area advisor to know about.
  - a. The student will not see the comments

Details about this concern  
Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue.

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10. Submit

Submit Early Alert

- Once a faculty member has made a submission they will receive an email confirmation.
- Once a submission is made the student will receive the following email:

Subject: Student Success Alert

(Student name),

You have been referred to the Student Success Alert Program for the following course: (course number). Your instructor (instructor) has the following concern(s): (concern type). You are strongly encouraged to contact (instructor) about the concern(s) so that you can develop a plan to address the situation if needed.

You may also be contacted by a member of the CSI Student Success Team to talk about possible strategies to address the stated concern(s). Your success is a top priority for CSI. We look forward to assisting you.

Thanks,

CSI Student Success Team  
retention@csi.edu

- A focus area advisor will be assigned the alert and will attempt to contact the student. If appropriate, the focus area advisor will refer the student to campus resources.
- Once the focus area advisor has attempted the contact the student the faculty will be sent an email notification of what the result of the intervention was.
- If you have difficulty submitting a concern please email Scott ([slindquist@csi.edu](mailto:slindquist@csi.edu)), Larisa ([lalexander@csi.edu](mailto:lalexander@csi.edu)) and the Helpdesk ([Helpdesk@csi.edu](mailto:Helpdesk@csi.edu)).
- If you have any questions or concerns please contact Scott ([slindquist@csi.edu](mailto:slindquist@csi.edu) 732-6252) or Larisa ([lalexander@csi.edu](mailto:lalexander@csi.edu) 732-6880).