

4) Click 'Concerns' below the student information box and choose 'Create Concern'

Quick Actions

- Add Watch List
- Create Concern
- Add Meeting
- Send Email

Information

Academic Warning, Unpaid Balance Hold

Legal Name: Joe Dragon Major: Undeclared
Class: Freshman Minor: N/A
Advisor: Jane Doe

Show More Information

All Concerns Updates Emails

Notes Meetings Files Tutoring

Create Concern +

5) Select the Concern type: Academic, Attendance, Personal, or Other

Concern

Type

Select

Select

Academic

Attendance

Personal

Other

Submit

NOTE: If you are concerned about a student's mental health or wellbeing, you can submit those concerns to the [MSUM CARE Team](#).

6) Select your association to the student (i.e. Instructor, Advisee, etc.)

Concern

Type

Academic

Association

Select

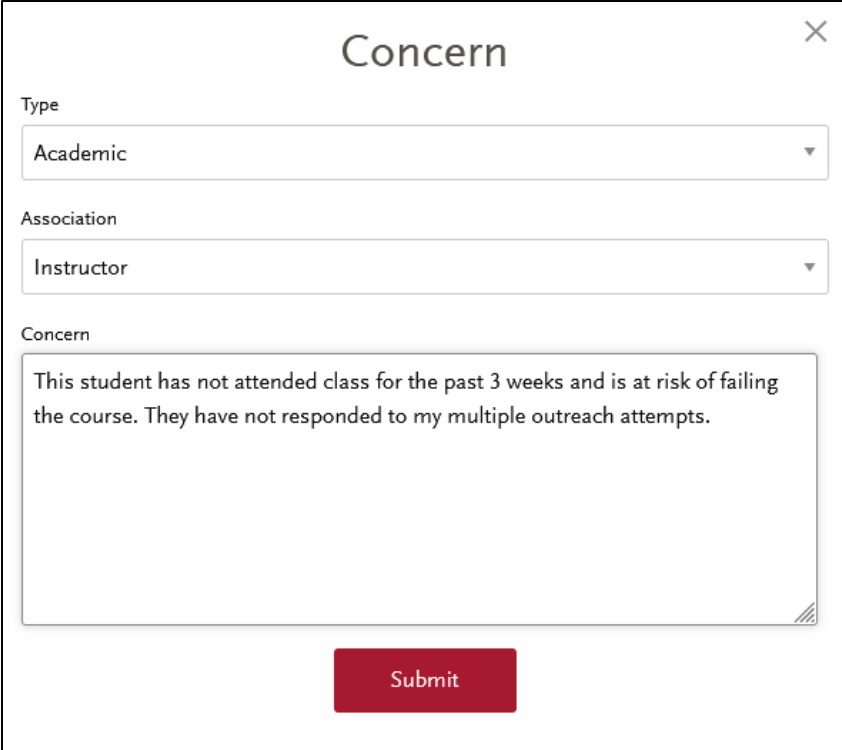
Select

Advisee

Instructor

Submit

- 7) Provide some detail about the Concern so the responding staff member has appropriate background knowledge of the situation.



Concern

Type
Academic

Association
Instructor

Concern
This student has not attended class for the past 3 weeks and is at risk of failing the course. They have not responded to my multiple outreach attempts.

Submit

- 8) Click "Submit"
- Notice a new entry will appear in the Concern timeline at the bottom of the student page

What happens next?

The assigned staff member will follow up with the student (via email and phone) in order to connect the student to resources and provide necessary assistance or referrals. You will receive an email confirming the Concern submission; it will be assigned to an appropriate staff member for follow-up.

You will also receive an email when a Concern is closed by the responding staff member along with the concern closure reason; you can log into the Academic Early Alert system, search for the student, and review any information entered related to the concern

Questions?

Contact Loren Baranko Faught (loren.baranko@mnstate.edu; 218-477-4727)