



2015-2016

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Making early alert referrals and meeting with advisees in a timely manner can result in retention and academic success. **The Advocate is for Academic referrals only.** All other referrals (death, crisis, etc.) should be sent to Fonda Porter via email or phone.

Academic Advisors are responsible for conducting focus meetings (interventions) for each advisee referral in a timely fashion (same week as case opened) and must enter follow-up information into The Advocate system via the campus portal.

Cases appear ignored by the advisor unless notes and status updates are made.

To SUBMIT a referral:

1. **Log in** to the portal
2. Click **"My Students"**
3. Select the student's class using the **"Select List"** dropdown
4. Click on student name
5. Click **"Student Risk"**
6. Click **"Add New Student Risk"**
7. Complete information (**Select the category "Academics" and select the risk status "Initial Risk Entry"**).
8. Click **"Add Student Risk"**
9. Click **"Add Note"** and **include relevant details about the reason for your referral.**
***Note: Student and advisor will receive this information in an email.**

To ADDRESS an ASSIGNED CASE:

1. Once notification email is received, **log in to your portal.**
2. Click **"My Students"** and then click appropriate student's name.
3. Read information in **"Student Risk"**
4. Schedule appointment with student; update **"Risk Status"** by clicking **"Edit"**
5. Meet with student. Discuss issues, listen to student concerns, and come up with action plan.
6. Go back to student page through **"My Student."** Click on **"Student Risk,"** then click **"Add Note."**
Summarize meeting and plan each time you talk with student. *Case will not be considered addressed until meeting notes are recorded.
7. Click on **"Edit."** Update **"Risk Status"** by choosing the appropriate status from the menu.
8. Following 3 unsuccessful attempts to contact the student, send the student name to Chris Reid.

Advocate Training Dates:

January 21 (Thur) 10 -11 am CETL

January 22 (Fri) 1-2 pm CETL

For assistance using The Advocate software, contact:

Ellen Divens:

edivens@louisburg.edu

Clare Highfield:

chighfield@louisburg.edu

or

Emily Zank

ezank@louisburg.edu

WHEN TO SUBMIT EARLY ALERT REFERRALS:

Jan. 13 – Feb. 1:

- 2 or more absences
- Crisis situation (i.e. death in family)
- Academic performance consistently below expectations
- Repeated disruptive or inappropriate behavior
- Desires or plans for early transfer

Feb. 2 – Feb. 22:

- 3 or more absences
- Crisis situation (i.e. death in family)
- Academic performance consistently below expectations
- Repeated disruptive or inappropriate behavior
- Desires or plans for early transfer
- Change in personality or behavior

Feb. 23 – Apr. 27:

- 4 or more absences AND low performance

Student Info Screen

CLARE LOUISE ANITA HIGHFIELD
Current term: SP-15 (change)

My Students

Select List: ACA122B - COLLEGE TRANSFER SUCCESS

Show Withdrawn Students

Advisee List

Name
1. Alston, Malcolm Alexander
2. Autry, Erik Javon (Erik)
3. Brailey, Akasha Katrice
4. Burke, Ti'Ah C (Ti'Ah)
5. Colley, Arthur S (AJ)

Search for student through "My Students," then select the corresponding class through "Select List"

CLARE LOUISE ANITA HIGHFIELD
Current term: SP-15 (change)

Autry, Erik Javon

MY STUDENTS > STUDENT OPTIONS

Student Actions

- Transcript
- Schedule
- Degree Audit
- Student Risk**

Click "Student Risk" to submit Referral

Student Information
Louisburg College
Hillman - 106
Louisburg, NC 27549-2399
(336) 287-1347
ejautry2014@louisburg.edu

CLARE LOUISE ANITA HIGHFIELD
Current term: SP-15 (change)

Autry, Erik Javon

MY STUDENTS > STUDENT OPTIONS > ADD STUDENT RISK

Add Student Risk

*Date: 1/7/2015
ex. mm/dd/yyyy

*Risk Category: Academic

Risk Type: Attendance

*Risk Status: Initial Risk Entry

Update student "Risk Status"

Add Student Risk Cancel

CLARE LOUISE ANITA HIGHFIELD
Current term: SP-15 (change)

Autry, Erik Javon

MY STUDENTS > STUDENT OPTIONS > STUDENT RISK

Add New Student Risk

Action	Entry Date	Category	Risk Type	Status
Edit	1/7/2015	Academic	Attendance	Initial Risk Entry

Click "Edit" to update "Risk Status"

Click "Add Note" to give details and record meetings

chighfield 1/7/2015 11:15:55 AM

Add Note