

WPUNJ
Office of Academic Progress
Early Alert Program
Raubinger Hall Lower Level 014

CLICK HERE TO ENTER STUDENTS ON EARLY ALERT.
BOOKMARK THE WEBPAGE THAT POPS UP FOR FUTURE USE.
THE FOLLOWING SLIDES WILL GUIDE YOU THROUGH THE PROCESS.



WILLIAM PATERSON
UNIVERSITY

WPUNJ Webapps - Authorized Access Only

Username:
Password:

[Click here for Login Help](#)

Enter your
username and
password.
Same as your
WPUNJ email
address.

Early Alert

Faculty Profile

Name: Faculty information will appear in this area.
Term:

Courses for Fall 2013

Thank You for using the Early Alert Program for the Fall 2013 semester. You may update students who are already entered in the Early Alert Program throughout the semester. Just a reminder, last day to drop a course is November 6th 2013. Any questions please contact Luis Escobar at ext. 3151 or email EscobarL@wpunj.edu.

Once the Early Alert form is submitted, the "Add to Early Alert" link changes to "Update/Status" links. Click the "Update" link to add a faculty status for the Alert. Click the "Status" link to check the student's status. Status updates may include emails sent to the student from Early Alert Coordinator, student's advisor and/or cohort; attendance to tutoring; student's feedback and any other updates associated to this Alert.

Note: If a student's name does not appear on your list, this means the student has already dropped the course.

Course Code	Course Title	Class List
Course code(s) (CRN) will be visible here.	Course title(s) will be visible here.	Show List
		Show List
		Show List

Once logged in this screen will appear. All courses being taught will be listed under "Class List".

Click "Show List" to view your class roster. Only students registered for the course will appear.

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Course Code	Course Title	Class List
		Show List
		Show List
		Show List

Class List for

Student	BannerID	Action
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert
		Add to Early Alert

Students' name will appear in the area.

Students' 855s will appear in this area.

Click "Add to Early Alert" to place the student on Early Alert.

Note: This list of students is currently enrolled and registered for this class. For any questions, please call Early Alert x2728 or [send email](#).

Early Alert

Student Profile:

Name:

BannerID:

Term:

Course No:

Course:

Instructor:

The student's information will appear in this area.

Questionnaire

- Student has excessive absences (3 or more) and/or tardiness. Y N
- Student has low test score and/or quiz score. Y N
- Student is not completing assignments and/or homework. Y N
- Student needs tutoring. Y N
- Student exhibits poor attitude and/or disruptive classroom behavior. Y N
- Student has discussed concerns of personal or family difficulties. Y N
- Change in demeanor which might include anxiety, aggression or depression. Y N

Additional comments:

Enter Student

Click "Y" (Yes) for each area that is applicable to the student.

Use this space to add comments that will help in explaining why the student is on Early Alert. A couple of lines will suffice.

Once you've indicated the applicable areas hit "Enter Student". The student will be placed on Early Alert.

Early Alert

Faculty Profile

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Once the student is placed on Early Alert this will change to "Update Status" but only for those students that have been placed on Early Alert. You can update as necessary.

- Once a student is entered into the Early Alert Program a notification is forwarded to the student, their primary academic advisor, and the Coordinator of Academic Progress.
- Each time a student makes contact (Tutoring, Advisement, Academic Consultation etc.) it will be recorded.
- One on one advisement and consults must be entered manually by the contact person unless they signed into the Banner ASC sign-in.
- You can go back in following the same steps to make any necessary updates.

**ANY QUESTIONS OR CONCERNS?
PLEASE CALL LUIS ESCOBAR
973-720-3151
ESCOBARL@WPUNJ.EDU**