

# Early Academic Warning

1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



1. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2<sup>nd</sup> device (mobile device or phone).



2. Click on the **Faculty** tab, then **Early Academic Warning**.



3. Click on the down arrow next to **Select a Term**, select the current term, then click on the **Submit** button.



4. Click on the down arrow next to **Select a CRN** and select the course, then click on the **Submit** button.



# Early Academic Warning

- From the Early Academic Warning screen, click on a **student's name**. The Early Academic Warning report form will open. **Select one or more reasons** for reporting the student, **enter** an approximate **grade** (if available), and **type** any **comments**, then click on the **Submit** button.

This student will be contacted for a follow-up discussion and appropriate referrals to support his/her academic success at CCSU by the Assistant Dean of Students or the Director of the University Learning Center.

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**Name:** Smith, Trudy      **ID:** 30011222      **Instructor/Course:** Tina-Marie Rivera-Rowe - WP 204 CCL  
**E-mail:** smithtrm@ccsu.edu      **Phone:** 203-555-1212      **Address:** 10 Main Street, Wallingford, CT 06492

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Based on my observations of, and/or discussion with this student, I believe s/he is in danger of doing poorly or failing this course because: (Choose any that apply.)

Poor attendance  
 Never attended class  
 Poor academic performance  
 Late or missing assignments  
 Low exam/quiz scores  
 Poor class motivation/attitude/lack of purpose  
 Personal problems  
 Other (please explain below in the comments section)

Approximate grade to date (if available):

Comments:

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- You will receive a “thank you” confirmation – click on the **Continue** button to return to the **Faculty** tab. From this screen, do one of the following:
  - Click on Early Academic Warning link to return to the student list for the same course and report another student.
  - Click on the CRN Selection link to select another course, then the Early Academic Warning link to access the student list for that course and follow step 6 above.



Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.