Alert	Descripti on	Additiona I Comment s	Automated Emails Received	Alert to Case	Responsible Party	Recommended Intervention	Case Progress Viewable in Navigate*	Case Closed
Attendance (Navigate)	Student has not attended class in one week.	Gives student a "heads- up" that you've noticed they aren't in class and want to discuss options for their success.	Student receives automatic email detailing reason for alert and next steps.	No	N/A	N/A	N/A	N/A
Excessive Absences (Navigate)	Student has not attended class in more than one week.	Please indicate number of absences and last date of attendan ce	Student receives automatic email detailing reason for alert and next steps.	Yes	Assigned Academic Advisor	Contact made with student through Navigate offering meeting, resources and next steps.	Yes	Case closed after contact is made with student and student agrees to take some type of action OR after multiple attempts and weeks, student has not replied.

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High Risk of	Student	Please	Student	Yes	Assigned	Contact made	Yes	Case closed after
Course Failure	will likely	provide	receives		Academic	with student		contact is made
(Navigate)	fail the	current	automatic		Advisor	through		with student and
	course	course	email			Navigate		student agrees to
	unless	grade,	detailing			offering		take some type of
	performa	any	reason for			meeting,		action OR after
	nce	options	alert and			resources and		multiple attempts
	improves	for extra	next steps.			next steps.		and weeks, student
	or	credit,						has not replied.
	withdraw	number						
	s from	of						
	course.	assignme						
		nts/						
		exams						
		remainin						
		g and if						
		an "l" is						
		an						
		option.						

Low Quiz and/or	Student	Provides	Student	No	N/A	N/A	N/A	N/A
Test Scores	has	a 'heads-	receives					
	scored	up' to	automatic					
	below	student	email					
	average	that	detailing					
	on	overall	reason for					
	quizzes	course	alert and					
	and tests.	grade	next steps.					
	This may	may be						
	affect	affected.						
	passing	You'd like						
	of the	to discuss						
	course.	options.						
					-			

Missing	Student	Provides	Student	No	N/A	N/A	N/A	N/A
Assignments	has	a 'heads-	receives					
	missed	up' to the	automatic					
	class	student	email					
	assignme	that their	detailing					
	nts	overall	reason for					
		grade	alert and					
		may be	next steps.					
		affected.						
		You'd like						
		to discuss						
		options.						
Emotional	Non-	Specific	Student	Yes	Student	Case notes are	No	Case closed after 4
Wellness	Emergen	observati	receives		Care	closed. The		contact attempts
(Navigate)	cy/Non-	ons of	automated		Coordinator	HUB's Student		(text, talk, type)
	Crisis. Referral	student	email with			Care Coordinator		with no response
	for	behaviors or	student care			(SCC) contacts		and other measures to contact are
	counselin	disclosur	coordinator			alert initiator		exhausted. Student
	g	es. Do	introductio			to confirm		added to check-in
	outreach.	not	n.			receipt. SCC		list. Initiator
	Student	include				contacts		receives case closed
	disclosed	speculati				student.		email with details, if
	or	on or						applicable. Case
	demonstr							may remain open as

	ated need for or interest in mental health services.	diagnosis						an action plan is developed with the student and follow up is needed.
Healthcare/Medi cal (Navigate)	Non- emergen cy referral for campus health services.	Student disclosed or demonstr ated need for or interest in medical support.	Student receives automated email with student care coordinatio n introductio n.	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm receipt. SCC contacts student.	Νο	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed.
Food Access (Navigate)	Student may be experien cing food insecurity	Student disclosed or demonstr ated need for the Privateer	Student receives automated email with student care coordinatio n	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm	No	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in

Housing Access (Navigate)	Student may be experien cing housing insecurity	Pantry or communi ty food pantry. Student disclosed or demonstr ated need for assistanc e with accessing housing resources	introductio n. Student receives automated email with student care coordinatio n introductio n.	Yes	Student Care Coordinator	receipt. SCC contacts student. Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm receipts. SCC contacts student.	No	list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed. Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed.
Tutoring Recommended (Navigate)	Student has demonstr ated the need for tutoring.	Please indicate specificall y what tutoring the student should be	Student receives automated email about tutoring options through the Learning	No	N/A	N/A	N/A	N/A

Campus Involvement (Navigate)	Student has disclosed the need/des ire to engage on campus.	advised to consider Student has stated or you feel that the student could benefit from learning about the various campus communi ties available	Resource Center Student receives automated email about the Office of Student Involvemen t and Leadership and student organizatio ns	No	N/A	N/A	N/A	N/A
Student Care Network Report					·			
Academic Dishonesty Incident (Beacon)	Report is filed alleging the student committe d academic	Matter may be resolved with faculty and student. Reporting party	Student does not receive an automated email.	N/A	Director or Coordinator of Student Accountabil ity	If not resolved with faculty, notice of Alleged Violation and administrative conference appointment or Board of		Case closed after sanctions completed or student found not responsible.

	dishonest	should				Review	
		include				notification,	
	У	all				reminder	
		relevant				about required	
		informati					
						sanctions, case	
		on				closure	
		concerni					
		ng the					
		violation					
		including					
		source					
		material,					
		the					
		submitte					
		d work,					
		etc.					
<u>Residential</u>	Report is	Reporting	Notice of	N/A	Assigned	Educational	Case closed after
<u>Contract</u>	filed	party	Alleged		Area	sanctions	sanctions
Violation	stating	should	Violation		Coordinator	about	completed or
(Beacon)	student	include	and		/ Housing	violation;	student found not
	violated	all	conference		Manager	probation,	responsible.
	an	relevant	appointmen			guest restriction, etc.	
	element	informati	t,			restriction, etc.	
	of the	on	conference				
	housing	concerni	agreement				
	agreeme	ng the	or hearing				
	nt	violation	notification,				
		such as	reminder				
		location,	about				
		persons	required				
		involved,	sanctions,				
			case closure				

Student Conduct Incident (Beacon)   Report is filed stating student violated all all administrati the UNO Code of Conduct   Report is student violated all administrati the UNO Code of Conduct   Report is student informati conference Code of Conduct   N/A accused and administrati violated all administrati to rBoard ng the violation, such as location, persons involved, persons involved, persons   N/A administrati required involved, persons   Director or Coordinator of Student ity   Case closed after sanctions completed or student found not responsible.   Case closed after sanctions completed or student found not responsible.     Title IX Incident (Beacon)   Report is filed g a include student, faculty or staff member   Report is of n and   Report is student include include include include include include include include in and   N/A include include include in and   N/A include	d after
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student violated the UNO   include all administrati the UNO   and administrati ve   Accountabil ity   student found not responsible,   student found not     Student Code of conduct   informati concerni of Review violation such as involved, persons   conference reminder of Review violation such as involved, photos, other documen tation   Accountabil ity   student found not responsible,   student found not     Title IX Incident (Beacon)   Report is filed g a include student, faculty or staff   Report is informati Investigatio   Report is student   Reportis informati Investigatio   N/A   Title IX Coordinator or a Deputy Title IX Coordinator   Complainant respondent respondent may be offered supportive measures during the   Case is close complainate respondent	ed or
violated the UNOalladministratiitynot responsible.Student Code of On Onductinformati of Review violation such as location, personsconcerni t or Board of Review violation about personstor Board responsible.not responsible.Title IX Incident (Beacon)Report is notlicatin shuldReport is notification sanctions, photos, tationN/ATitle IX Coordinator or a Deputy Title IX CoordinatorComplainant responsible.Title IX Incident (Beacon)Report is nould indicatin shuldTitle IX will provide wittenN/ATitle IX Coordinator or a Deputy Title IX CoordinatorComplainant respondent	ind not
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Student Care Network (Beacon)Concerni ng student behavior; student hospitaliz ations.	be delivered to the Respondent No automated emails.	N/A	Student Care Network chaired by Dean of Students	Depends on the situation. Could include referral for resources, referral for student conduct, or connecting with a Student Care Coordinator.		When possible, the Student Care Network will close the loop with the referrer recognizing student privacy rights.
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\*Access Navigate: Go to myapps.uno.edu and click on the "Privateer Success" tile. This will open the Navigate platform. On the upper right-hand side of the page there is a box marked "Actions" where you can issue an alert on any undergraduate student.

\*Access Beacon: Go to myapps.uno.edu and click on the "Beacon" tile. This will open the Beacon platform. Click on "New Incident" to issue a new report.

\*View the progress of your submitted case. Go to myapps.uno.edu, click on the Privateer Success tile. On the left side margin, select the Cases Icon (Icon looks like a file folder). Select the "Opened by" option and filter by your name. Find the case for the student you'd like to view and select the "Manage Case" button.