

REDHAWK SOAR GUIDE

SENDING ALERTS

Why might you send an alert regarding a student?

- A student is struggling in your course
- A student might benefit from additional support or outreach
- A student has shared they are experiencing personal, emotional, or financial concerns
- To share any of this information with their advisors

What happens after an alert is sent?

- The Student Persistence Team is notified and members of the team triage the referral to the appropriate office.
- The offices include:
 - School/College Advising Centers
 - Learning Assistance Programs
 - Dean of Students
 - Career Engagement

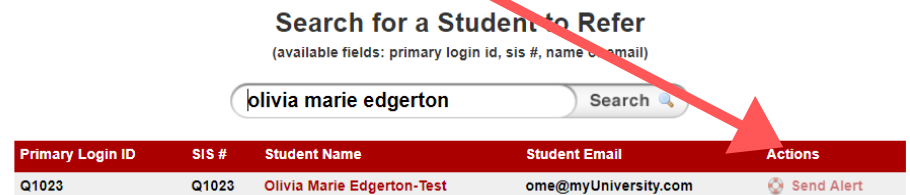
Arts & Sciences Advising Center
206-296-2840
ASCAdvising@seattleu.edu
Casey 110
www.seattleu.edu/artsci/advising

How to Send an Alert/Referral

1. Log onto Redhawk SOAR using your SU username and password: www.seattleu.pharos360.com
2. Click the "Send Alert" icon.



3. Search for a student using their student ID number or name.
4. In the results, go to the far right and click on the little life preserver: *Send Alert*



5. Fill in your contact information.
6. Complete the referral form. Click on any info that applies and add anything you want us to know.
 - **NOTE: This form will become a permanent part of the student's educational record. Although the form does not get sent to the student automatically, we (advisors) may share with the student what you write and students can request to view their educational record at any time.**
 - If you would like to provide more information that you feel should not be part of their educational record, please do not hesitate to contact your department's professional advisor liaison via phone.

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