



# Flags and Notifications Key

Questions? Contact Jill Rushbrook [jrushbrook@asnuntuck.edu](mailto:jrushbrook@asnuntuck.edu) 860.253.3068

<b>Flag Creators:</b> Instructors <sup>1</sup> (and Designated Staff <sup>2</sup> )	<b>Purpose of Flag</b>	<b>Email Notification Sent To:*</b> *Flag raiser can always view the flag details	<b>Manages Flag</b> (view, make comments on, clear flag)
Attendance Concern <sup>1</sup>	Student is not attending class regularly	Assigned Advisor, Student Success Coach, Veterans' Coord., PTK Advisor, Student	Assigned Advisor, C.A.R.E. Mentor, Student Success Coach, PTK Advisor, Veteran's Coordinator, Instructor
Behavioral Concern <sup>1,2</sup>	Student's behavior is cause for concern	Academic and Student Services Leadership <i>(note that this flag is not sent to the student)</i>	Academic and Student Services Leadership
Career Counseling Referral <sup>1,2</sup>	Refer a student for career counseling/advice	Career Advisor, Student	Career Advisor
Children's Reading Room Referral <sup>1,2</sup>	Refer a student who has children ages 3+ to the Children's Reading Room for more information about FREE childcare as an enrolled student	Student, Coordinator of Reading Room	Coordinator of Reading Room
Check out ACC's Food Pantry! <sup>1,2</sup>	Send information with a student about the food pantry – free to all registered students	Student, Director of Student Activities	Director of Student Activities
Check out ACC's Student Clubs & Activities! <sup>1,2</sup>	Send information with a student about ACC's clubs and activities	Student, Director of Student Activities	Director of Student Activities
Check out FREE Transportation options for ACC Students! <sup>1,2</sup>	Send information to student about FREE transportation options for ACC students including the Magic Carpet in Enfield and UPASS.	Student, Student Services Leadership	Student Services Leadership
Check out the Homework Lab @ ACC! <sup>1,2</sup>	Send information to student about Homework Lab	Student, Director of Library	Director of Library
Contact Your Instructor <sup>1,2</sup>	Prompt student to contact instructor especially if they are struggling in class	Student	Student, C.A.R.E. Mentor, Instructor
Financial Aid Referral <sup>1,2</sup>	Refer a student to the Financial Aid Office	Student Success Coach, Student	Financial Aid Counselor
In Danger of Failing <sup>1</sup>	Student is in danger of failing a course	Assigned Advisor, Student Success Coach, Veterans' Coord., PTK Advisor, Student	Assigned Advisor, C.A.R.E. Mentor, Student Success Coach, PTK Advisor, Veteran's Coordinator, Instructor
In Recognition Of... <sup>1,2</sup>	Student has exhibited positive behavior or action that was "above and beyond" or "out of the ordinary". Specific comments are required.	Student	N/A for Kudos
Keep Up the Good Work <sup>1</sup>	Kudos for performing good work	Student	N/A for Kudos
Low Quiz/Test Scores <sup>1</sup>	Student receives poor grade on test or quiz	Assigned Advisor, Student Success Coach, Veterans' Coord., PTK Advisor, Student	Assigned Advisor, C.A.R.E. Mentor, Student Success Coach, PTK Advisor, Veteran's Coordinator, Instructor

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Missing/Late Assignments <sup>1</sup>	Student has late or missing assignments	Assigned Advisor, Student Success Coach, Veterans' Coord., PTK Advisor, Student	Assigned Advisor, C.A.R.E. Mentor, Student Success Coach, PTK Advisor, Veteran's Coordinator, Instructor
No Show <sup>1</sup>	Student has not shown up to class	Assigned Advisor, Student Success Coach, Veterans' Coord., PTK Advisor, Student	Assigned Advisor, C.A.R.E. Mentor, Student Success Coach, PTK Advisor, Veteran's Coordinator, Instructor
Outstanding Academic Performance <sup>1</sup>	Kudos for outstanding academic performance	Student	N/A for Kudos
Permission to Withdraw <sup>1</sup>	Alternative to signing the withdrawal form. Student still needs to submit withdrawal form by deadline.	Student, Registrar's Office	Registrar's Office, Instructor
Showing Improvement <sup>1</sup>	Kudos for showing improvement	Student	N/A for Kudos
Transfer Advising Referral <sup>1,2</sup>	Refer a student for transfer counseling/advice	Student	Transfer Advisor
Tutoring Referral <sup>1,2</sup>	Refer a student to tutoring services	Assigned Advisor, Instructor, Student Success Coach, Tutor, Student	Tutor
<b>Flag Creators:</b> Students	<b>Purpose of Flag</b>	<b>Email Notification Sent To:*</b> *Flag raiser can always view the flag details	<b>Manages Flag</b> (view, make comments on, clear flag)
I Need Academic Adjustments for a Documented Disability	Student uses to notify Disability Services Coordinator that they need assistance	Disability Services Coordinator, Student	Disability Services Coordinator
I Need Help in a Course	Student uses to notify instructor of difficulty	Assigned Advisor, Student Success Coach, Instructor, Student	Instructor
I Need Help Paying for College	Student needs Financial Aid assistance	Financial Aid Counselor, Student	Financial Aid Counselor
I Need Help with an Online Course/Blackboard	Student needs assistance with Blackboard	Dir. Ed. Tech., Student Success Coach, Instructor, Student	Instructor, Dir. Education Technology
<b>Flag Creators:</b> Designated Offices, Faculty Advisors, or Staff	<b>Purpose of Flag</b>	<b>Email Notification Sent To:*</b> *Flag raiser can always view the flag details	<b>Manages Flag</b> (view, make comments on, clear flag)
Admissions Missing Items – To Do	Remind students to submit admissions material	Student	Admissions Counselor
Attend Student Success Workshop	Invite students to attend a study workshop	Assigned Advisor, Student	Student Success Coach
Bi-weekly Advising Check-Ins	Bi-weekly advising check-ins	Student	Assigned Advisor, Student Success Coach
Finalize Your Financial Aid	Remind students to finalize Financial Aid paperwork	Student Success Coach, Student	Financial Aid Counselor
Meet with Your Advisor	Remind students to meet with advisor	Student	Assigned Advisor
Request Official Transcript to be sent to ACC!	Send to students who have completed college credits at a previous accredited institution and may need to transfer in credits.	Student, Registrar's Office	Registrar's Office, Creator
Set-up Your Starfish Profile	Set up your Starfish profile	Student	Flag raiser

