**Faculty Advisor Alert**

**Academic Performance Notification (APN)**

The APN is an online system that identifies students (a) who have never attended or stopped attending classes or (b) may be in jeopardy of failing a course because of academic or personal reasons.

Faculty members are asked to serve two roles in relation to Academic Performance Notifications: the first as an instructor of a course and the second as a faculty advisor. We strongly encourage you to use the APN early in the semester and throughout the fall term to help students get the assistance they need.

**ROLE AS INSTRUCTOR**

Please begin using the system now for students who have not yet attended classes. Also remember that an APN may be issued at any time during the semester. Below are the instructions to access the APN within eWeb Faculty Services:

- Once logged in to eWeb and in the Faculty Services tab, click Academic Performance Notification

**Faculty Services**

- Student Search by Name
- Term Selection
- CRN Selector
- Detail Class List
- Summary Class List
- **Academic Performance Notification**
- Mid Term Grades

- Select CRN for appropriate course and the “Academic Performance Notification” (APN) form will appear. You can then complete and submit the form. Below are the available fields for each student on the class roster.
ROLE AS FACULTY ADVISOR

We are asking faculty advisors to provide APN intervention services to their assigned advisees. Emails will be generated on Monday and Thursday mornings to notify students that an APN has been submitted. At that point:

- Emails are sent to the student’s advisor, as well as the student’s professional advisor if he/she is a first-time freshman.
- You are able to see any comments that the instructor made regarding your advisee, however the student will not receive comments.
- You are asked to meet with your advisees who receive an APN as soon as possible to discuss academic support services and options available to them.

If you have any questions, feel free to contact Susan Heyward, Director, Advising Center at heyward@easternct.edu or (860) 465-4302.