If you have concerns about a student, log into Fox360 at Fox360.georgefox.edu to submit an “alert” for the student. Submit alerts for concerns in the following areas:

- **Academic** - Missing multiple classes; consistently poor academic performance
- **Behavioral** - Concerning or disruptive behaviors in or outside of class
- **Emotional** - Mental health concerns; unusual emotional expression
- **Physical** - Medical concerns; extreme changes in grooming, personal care
- **Social** - Personal, social, or family concerns that are affecting well-being and performance

We ask that faculty NOT send an alert if a student is doing poorly in a class *unless* you have cause to believe the student might be performing poorly in other courses. A preferred first step is for professors to communicate directly with students who aren't performing well.

Below are steps for submitting an alert about a student of concern:

- Log into Fox360.georgefox.edu using your university username and password.
- Click “Send Alert” in the upper left corner of the screen OR click the life preserver on the Fox360 home screen.
- Search for the student by name, username, or ID, then click the “Send Alert” icon in the column to the right of the appropriate student.
- Complete the alert form.
- A member of the Student Support Network will be assigned to follow up on every student of concern.

This Fox360 Quick Guide provides a visual overview of the Fox360 system; more details about using Fox360 are available in this Google folder.

If you have questions about the process or are unsure whether to submit an alert, feel free to contact Jere Witherspoon (jwithers@georgefox.edu) or Rick Muthiah (rmuthiah@georgefox.edu).