New Momentum Flags

<u>Full-Time/Part-Time Under Enrolled Flags</u>:

Item Name	Status	Created ▲	Due	Assignee	Context
🚩 FT Under Enrolled Student	Active	Today by System			Attributes FT students who are under enrolled; ASSIGNED (No Term

These two flags are system flags that are automatically generated when a student potentially drops below the number of units needed to maintain either FT or PT status.

A FT Flag triggers an alert for anyone enrolled in 3 units or less. A PT Flag is raised for any PT student; however, as soon as a PT student is enrolled in up to 3 units, then the system will automatically raise a FT flag to try to get the student to 4 units.

The goal of these flags is to monitor students who may not be enrolled in enough units, which may then impact their status for graduation. A flag may be raised on a student that is technically under enrolled for that term, but is on target to meet requirements for graduation. Advisors are asked to verify good progress toward degree completion at that point in Momentum. By raising the flags, we are inviting advisors to review students' enrollment and ensure that they are on track academically. You do not necessarily need to do anything with the flag; however, we recommend you check on the student's enrollment and verify that he/she is on track. You can clear these flags when you feel the issue has been resolved, or if this flag does not apply to the student. The flag will automatically clear if the student adds the appropriate number of courses.

<u>College Mandated Absence Flags</u>:

These new flags are generated when a student has been told by the college that they are not permitted to physically attend class on campus. The student is notified of the flag via email and

asked to communicate with his/her instructors to determine how coursework should be completed while they are not physically present in class.

When this flag is raised, all instructors and the advisor for that student are also notified by email. Instructors are asked to work with the student to ensure that coursework can be completed remotely. Advisors are invited to check in and offer support to the student, and to help troubleshoot any issues or concerns.

These flags are automatically cleared once the student is able to return to class. All parties are notified via email that the flag has been cleared.