

# FOX360

## Submit an Alert

If you have concerns about a student, log into Fox360 at [Fox360.georgefox.edu](http://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](http://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.

PeopleSoft #	Student Name	Student Email	Actions
Q1022	Suzanne Jane Carter-Test	sjc@myUniversity.com	Send Alert
Q1023	Olivia Marie Edgerton-Test	ome@myUniversity.com	Send Alert
Q1021	George (Cole) Cole Flores-Test	gcf@myUniversity.com	Send Alert
Q1017	Faustina Anne Hicks-Test	fah@myUniversity.com	Send Alert
Q1002	Marnie Gayle Lemmons-Test	mgl@myUniversity.com	Send Alert
Q1011	Alan Leroy Roman-Test	alr@myUniversity.com	Send Alert
Q1015	Shawna (Naia) Naia Rose-Test	snr@myUniversity.com	Send Alert
1840121	James Joseph Testa	jtesta13@georgefox.edu	Send Alert
Q1035	Amy Grace Towell-Test	agt@myUniversity.com	Send Alert

- 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](mailto:jwithers@georgefox.edu)) or Rick Muthiah ([rmuthiah@georgefox.edu](mailto:rmuthiah@georgefox.edu)).