STUDENT EARLY ALERT SYSTEM (SEAS) INTERVENTION WORKSHEET

Use this worksheet to assist in triaging students to the appropriate resource(s).

Place a check next to each item recommended to the student. Check in with the student again in 1-2 weeks.

**Student Early Alert System (SEAS) Intervention Worksheet**

Student: ________________________________________________________ Phone #: ______________________ Today’s Date: __________________ Follow-Up Date: _______________

**Academic**

Study Skills, Time Management, Failing Grade, etc.

Ask:

How are you doing in terms of preparing for your classes?

Follow up with:

Could you tell me how you spend your time studying?

Resources:

- Student Success/Supplemental Instruction 978-3209
- Tutoring  
  [link to tutoring information]
- Writing Center 978-3173
- Math Lab 978-3331
- Student Support Services 978-3715
- Contact academic advisor

**Personal**

Depressed, Lonely, Need Disability Accommodation, etc.

Ask:

How is everything going outside of classes (work, family, etc.)?

Follow up with:

Is there anything else bothering you?

Resources:

- Counseling & Testing Center 978-3440
- Disability Services 978-3309
- Office of Diversity & Inclusion 978-3034
- Care Team  
  [link to care services]
- COMCARE 24-hour Crisis Line (for after-hour emergencies) 660-7500
- Title IX Coordinator  
  Natasha M. Stephens 978-5177

**Financial**

Can’t pay bills/tuition/fees, have to drop out of school, etc.

Ask:

How would you rate your ability to manage your finances?

Follow up with:

Can you tell me anything more about what you’re looking for?

Resources:

- Financial Aid 978-3430
- Financial Operations 978-3070
- Office of Student Money Management 978-3254

**Involvement**

Would like to connect with students, etc.

Ask:

What is your involvement like with faculty and students?

Follow up with:

Can you tell me anything more about what you’re looking for?

Resources:

- Student Involvement 978-3022
- Student Activities Council 978-3022
- Housing & Residence Life 978-3693
- Campus Recreation 978-3082
- Office of Diversity & Inclusion 978-3034

**Technology**

Need assistance with Blackboard, email, MyWSU, etc.

Ask:

Could you tell me about your experiences with technology?

Follow up with:

How is technology adversely affecting your performance?

Resources:

- OneStop 855-978-1787
- Help Desk 978-4357

List other recommendations/notes: