

How to identify students flagged for LS

IDENTIFY

- ✖ Verify the student's first and last name and KSU ID.
- ✖ Sign in to KSU Connect.
- ✖ Open OWL Express to DWs and EAB Navigate.
- ✖ Check the student record for submitted SAT/ACT, Accuplacer, or ALEKS placement scores.
- ✖ Check the LSE, LSM1, and LSM2 hold status-- Required by System (RS) or Exempt Learning Support (LX).
- ✖ Verify the holds are supported by the student placement scores in the LS Placement Chart. If not, refer to the Learning Support Coordinator.
- ✖ If the Learning Support Coordinator has placed an LSE, LSM1, or LSM2 hold on the student record, the advisor may remove the hold.

PROCESS

- ✖ Check for RHSC.
- ✖ Check for AP, IB, CLEP, or collegiate credit.
- ✖ Check DWs for unused credits.
- ✖ Know the LS rules and general academic policies and how they impact students.
- ✖ Place LS discussion in Navigate.
- ✖ Check Degree Works for course credit.
- ✖ Be familiar with and be prepared to offer campus resources.
- ✖ Encourage the student to meet with the advisor, professor, and Financial Services before withdrawing.
- ✖ Refer the student to the SMART Center or other resources if needed.
- ✖ Check registration status (holds, time-ticket, etc.)
- ✖ Submit the Pre-registration Form to the LS Coordinator and remove the LS hold.