

Online, Electronic Academic Warning Form Process

The Warrior Success Center who manages the Academic Warning Form process has moved from a paper and pen format to a paperless, electronic process. All students placed on Academic Warning will receive an email from the Warrior Success Center to alert them to begin Step One for completing the Academic Warning form. **Students on Academic Warning have the option to meet with their assigned advisor or with an academic advisor in the Warrior Success Center.**

Step One: The student completes Step One entirely at warriorspace.winona.edu. Here, the student fills in the Academic Warning form to the best of his/her ability. Then, the student chooses to submit (send) a “draft electronic copy” of his/her Academic Warning form either to you, the advisor, or to an academic advisor in the Warrior Success Center, which suggests a plan for getting off Academic Warning and for returning to good academic standing. Please note only the student can login and complete Step One at warriorspace.winona.edu as well as Edit, Retrieve or Re-send a previously submitted Academic Warning form. To conclude Step One, the student clicks the submit button at the bottom of his/her Academic Warning Form.

Step Two: Once the student submits (sends) the “draft electronic copy” of the Academic Warning form, **either** you, the advisor, or the Warrior Success Center will receive an email notification, a system generated email from “**WarriorSpace**”. Example below.



Inside the WarriorSpace email, you will see your advisee’s contact information and the hyperlink to the advisee’s Academic Warning form. Please share your available times with your advisee to meet and to conduct the Academic Warning meeting. Instructions included at the top of your advisee’s Academic Warning form. This form should be completed collaboratively, ideally in person, with your advisee to develop the best possible plan with your advisee and to further

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strengthen the advisor-advisee relationship. Since this form is editable, you, as the advisor, can and should make edits/improvements to your advisee's plan before you submit the final version of the Academic Warning form.

Note: You can search for an advisee's submitted Academic Warning form in your Outlook inbox by doing a "**From Search**" searching for an email sent from "**WarriorSpace**".

Step Three: After you click the "Submit" button at the bottom of the Academic Warning form, the form will be sent electronically to the Warrior Success Center to remove your advisee's Academic Warning hold (allow 1-2 business days for hold removal). Also, after you submit this form, your advisee automatically gets an email with the Academic Warning plan the two of you just completed.

Therefore, there is no need to print this form – unless you, the advisor, wants to keep a copy of this form.

If you have questions, please contact the Warrior Success Center at 507-457-5878.