

# Dickinson

**Using Navigate360:  
How to Issue an Alert**

# Issue an Alert

1. Find the student of concern.
2. Click **Issue an Alert**.

DICKINSON COLLEGE

Navigate360 | STUDENT SUCCESS

Sophia

Overview | Success Progress | History | Courses | Path | More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Total Credits Earned: [Redacted]

Credit Completion % at this Institution: [Redacted]

Overview

NA  
NA  
Dickinson

Student ID

Classification  
First-Year

Most Recent Enrollment  
2025

Dickinson

Options

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)

Current Alerts

# Issue an Alert

3. Select the **Alert Reason** from the dropdown menu.
4. If the issue is specific to one class, select it from the second dropdown menu.
5. Enter **Additional Comments**.
6. Click **Submit**.

