

Summer BOOST Program Approval

The [Summer BOOST Program](#) is designed to give students the opportunity to improve their academic standing by taking summer courses at WVU and providing incentives for academic success.

The application process has been simplified for students and gives advisers more autonomy in determining if Summer Boost is a good fit for a student.

To be admitted to Summer BOOST, a student must communicate with their adviser to determine eligibility (see criteria below). If an adviser approves the student for Summer Boost, they issue the Summer BOOST Approval alert in Navigate. Directions on issuing an alert are listed below. Once the alert has been submitted, the student will receive an automated acceptance notification to their MIX email and be added to the Summer BOOST participant list.

There is NO application form for the student and NO approval form for the advisor. However, beginning in April, an interest form will be added to the Summer BOOST website. Students will be asked to copy and paste their adviser's email from DegreeWorks. This will trigger an email to the advisor from Summer BOOST notifying you of the student's request to be reviewed.

Determining Eligibility:

A student must meet at least one of the following criteria. Summer BOOST is for regular summer term only. Maymester courses are not included.

Summer BOOST 2024 Eligibility Criteria:

- Overall GPA below 2.5
- Repeating a course with previous D/F grade (no W)
- Failing to meet eligibility for need or merit-based aid

Discretionary Decisions:

You may have students who do not currently have an Overall GPA below a 2.5 or have a D/F to repeat, but it is obvious based on midterm grades, etc. that they will meet one of those criteria after spring grades.

The HUB will provide a list of students at risk of losing their scholarships. Those students will be given a Tag in Navigate "SB 24 Scholarship Eligibility" in mid-February. However, if students withdraw from courses and fall below the needed credit hours or take a dip in GPA, they could become at risk of losing their scholarship.

For need-based aid, advisers can determine eligibility based upon a student meeting [Satisfactory Academic Progress](#) (minimum GPA, 67% completion rate, and maximum attempted hours).

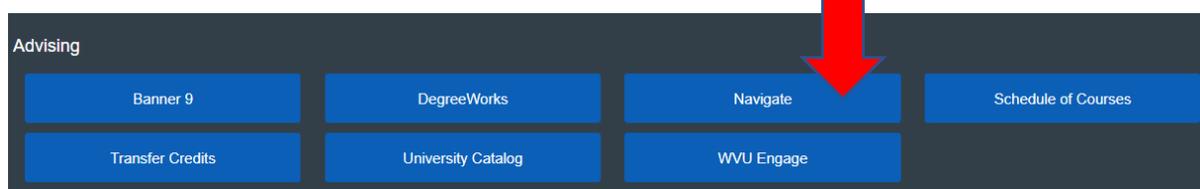
Because of the dynamic nature of changing statuses and information availability, your expertise as an adviser is valued for making informed decisions with the accessible information.

The next section has instructions for issuing the alert if you determine that a student meets the criteria. Instructions for documenting when a student does not meet the criteria will be included near the document's end.

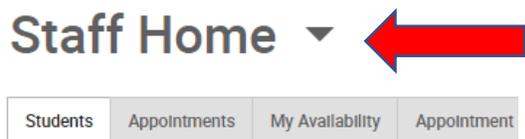
Advisers are asked to also make a note in DegreeWorks regarding any Summer BOOST decisions.

Instructions for submitting the Alert:

Log into Navigate through the WVU portal or by going directly to the website (<https://wvu.campus.eab.com/home>). Use your WVU credentials.



Once you are Navigate, be sure that **Staff Home** is showing on your main screen. If you see Professor Home or Student Home, you can easily change it by using the drop-down arrow. Please see below:



Assigned Students

There are two ways to find your student to issue the alert.

Option 1:

You can scroll through your assigned students to find the student you wish to approve.

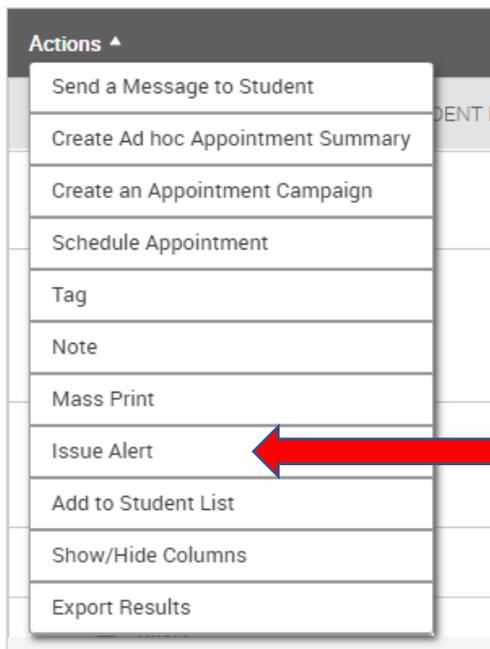
- 1) Select the box next to the student's name. You should see a blue check next to their name once selected.

Assigned Students

List Type: Term: Relationship Type:

Actions ▾						
<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY
<input type="checkbox"/>	[Redacted]	800	[Redacted]	3.27	Low	Attrib: SO-Sophomore,Cohort: Honors Foundations Program,Honors: All Honors,Honors: WVU Honors Second Year,IR Code: 7,Minor: Sport & Exercise Psychology,Residency: Resident,Sports-WVU: MPPs/STUDENT COACHES,Sports: WVU Athlete,Student Campus: WVU
<input type="checkbox"/>	[Redacted]	800	[Redacted]	3.48	Low	Attrib: SR-Senior,Attrib: WVU Legacy,Cohort: Honors Foundations Program,FA-Schlr: PROMISE Scholarship Recipient,Hold: Any Registration Hold,Hold: Contact ATH Student Dev. 293-1611,Honors: All Honors,Honors: Honors Foundations Completed,IR Code: 2,Minor: Sport & Exercise Psychology,Residency: Resident,Sports-WVU: TRACK AND CROSS COUNTRY (W),Sports: WVU Athlete,Student Campus: WVU
<input checked="" type="checkbox"/>	[Redacted]	800	[Redacted]	3.56	Low	Attrib: FR-Freshman,Cohort: Honors Foundations Program,Cohort: NSO 2023,Cohort: NSO Ex Phys Health Professions,Cohort: NSO Honors,Honors: All Honors,Honors: WVU Honors First Year,Housing: Lincoln Hall,IR Code: 1,Minor: Special Education,Residency: Non-Resident,Student Campus: WVU
<input type="checkbox"/>	[Redacted]	800	[Redacted]	4.00	Low	Attrib: FR-Freshman,Attrib: WVU Legacy,Cohort: NSO 2023,Housing: Seneca Hall,Residency: Non-Resident,Student Campus: WVU
— Navie						Attrib: First Generation Student,Attrib: SO-Sophomore,Hold: Any Registration Hold,Hold: Contact
Previous	<input type="text" value="1"/>	<input type="text" value="2"/>	Next	163 total results		

- 2) Select the arrow next to the Actions button to reveal a drop-down menu.
- 3) Select Issue Alert



- 4) Alert Reason is **Summer BOOST 2024 participation approval**. (You will NOT select a class. Comments are not necessary. Any comment made will be viewable on the Reports/Notes tab.)
- 5) Click Submit

ISSUE ALERT

Student

Please select a reason:

Is this associated with a specific class?:

Additional Comments:

Below you will find the details for each Alert Reason chosen and what action(s) will be taken.

Summer BOOST 2024 participation approval:

- Student will receive an email that will include this Alert Reason
- An email will be sent to the user to which the Case is assigned
- An email with case details will be sent to the assigned case owner
- An email to the Alert issuer will be sent when case is closed
- A case will be opened and assigned to a staff

Cancel

OR

Option 2:

Find students by entering their WVU or MIX ID in the quick search bar at the top of your screen and selecting their profile.

/ Notes Courses Major Explorer More

1) On the right-hand side of their overview page, select Issue an Alert from the Options menu.

The screenshot shows a user profile interface. On the left, there are several empty rectangular boxes. Below them, a text field contains the text "ice North, IR Code: 6, Residency: Non-Resident, Student". A large red arrow points from this text field towards the right-hand side of the page. On the right, there is a profile picture of a person in a blue shirt. Below the picture is a section titled "Options" containing a list of links: "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", and "Edit User Settings". At the bottom right, there is a blue button with a speech bubble icon and the text "Supp".

2) Alert Reason is **Summer BOOST 2024 participation approval**. (You will NOT select a class. Comments are not necessary. Any comment made will be viewable on the Reports/Notes tab.)

3) Click Submit

The screenshot shows a modal window titled "ISSUE ALERT" with a close button (X) in the top right corner. The form contains the following elements: a "Student" field with a blue starburst icon; a "Please select a reason" dropdown menu with "Summer BOOST 2024 participation approval" selected; a "Is this associated with a specific class?" dropdown menu with "Optional" selected; an "Additional Comments" section with a text area containing the placeholder "Please enter a comment."; a section titled "Below you will find the details for each Alert Reason chosen and what action(s) will be taken." followed by "Summer BOOST 2024 participation approval:" and a bulleted list of actions: "Student will receive an email that will include this Alert Reason", "An email will be sent to the user to which the Case is assigned", "An email with case details will be sent to the assigned case owner", "An email to the Alert issuer will be sent when case is closed", and "A case will be opened and assigned to a staff". At the bottom right, there are "Cancel" and "Submit" buttons. A large red arrow points to the "Summer BOOST 2024 participation approval" dropdown menu.

Once you have submitted the approval alert, the student will automatically receive confirmation to their MIX email within minutes.



You as the advisor can check confirmation by viewing the alerts on the Reports/ Notes tab in the student's Navigate profile.

Alerts For Barbara

ISSUE DATE	ALERT REASONS	ISSUED BY	COMMENTS	CASES
01/29/2024	Summer BOOST 2024 participation approval	Barbara Mullinix		1 Open Case

The Summer BOOST program will be automatically assigned a case in Navigate as well as receive email notification that the student has been added. By creating this process in Navigate, it reduces the manual work in moving applicants through different systems and allows any staff with the appropriate Navigate access to know the program admission status. This will streamline the process for central coordination of communication and stipend awarding while giving academic colleges and schools autonomy in program admission decisions.

Program Denial:

In the event you have a student that expresses interest in the Summer BOOST program, but does NOT meet one of the criteria listed above:

- 1) Follow the above instructions to locate your student's Navigate profile.
- 2) On the right-hand side of the overview page, select Add a Note on this Student.



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](#)

Oakland Hall - East, IR Code: 1,

- 3) Select **Not approved: Summer BOOST 2024** as the Note Reason. Save Note.
(Do not select anyone under availability.) Students will receive an automated message the day after the note is submitted informing them of the decision. Please also record any Summer BOOST decisions in DegreeWorks.

ADD A NOTE TO A STUDENT 

Note (Required)

B *I* Paragraph

Attach File

No file chosen

Note Subject  

Relations

Note Reason

Note URL

Visibility  

Cancel