How to Issue Mid-Semester Advisories (MSA)

1. Enter your “Professor Home” page through SSCONNECT.

2. You will find a yellow bar making you aware that MSAs are requested for your courses:

3. Click “Fill Out Progress Reports”

4. Enter information for each student in your course by filling out:
   a. Reason for Concern – Y/N
   b. Start reason (if applicable) for concern
   c. Amount of Absences
   d. Current Grade
   e. Additional Comments