
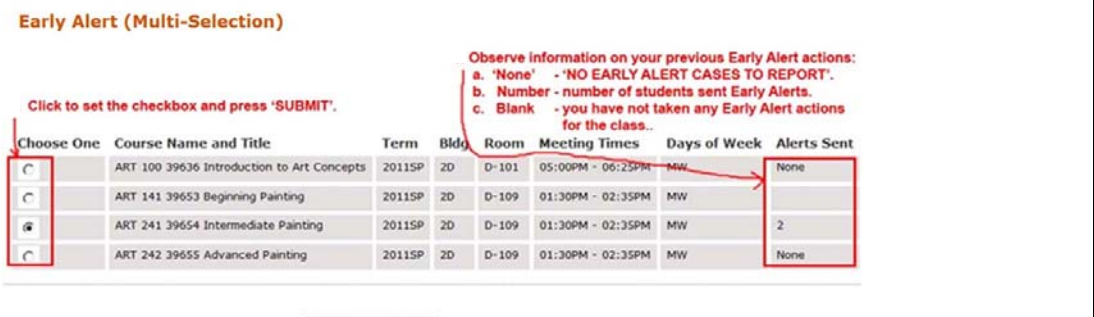
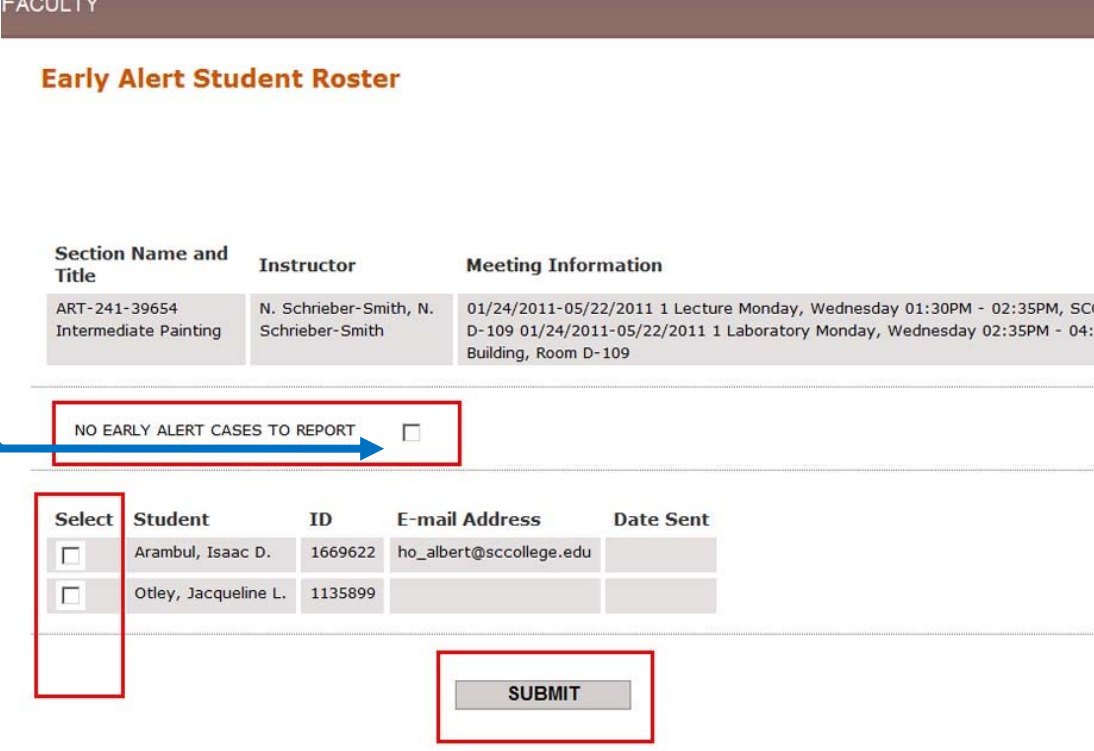


Faculty Early Alert Generation Process

The Early Alert tool provides timely intervention for students who are having academic difficulty early in the semester. Selected students will be emailed a services referral letter based on the Reasons you, as the instructor, have identified. These reasons include Attendance, Punctuality, Behavior, Participation, Assignments, Study Skills, or Work Quality. In addition, there is an opportunity to add comments to the letter where more detailed observations are appropriate. You are encouraged to include your next available office hours in this space.

<p>1. In WebAdvisor, click on the Early Alert link.</p>	 <p>Publications Add Code Request Early Alert Continuing Education Faculty Development Tracking System</p>																																								
<p>2. Select a section and click SUBMIT.</p>	 <p>Early Alert (Multi-Selection)</p> <p>Observe information on your previous Early Alert actions: a. 'None' - 'NO EARLY ALERT CASES TO REPORT'. b. Number - number of students sent Early Alerts. c. Blank - you have not taken any Early Alert actions for the class..</p> <p>Click to set the checkbox and press 'SUBMIT'.</p> <table border="1"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> <th>Alerts Sent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>ART 100 39636 Introduction to Art Concepts</td> <td>2011SP</td> <td>2D</td> <td>D-101</td> <td>05:00PM - 06:25PM</td> <td>MW</td> <td>None</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ART 141 39653 Beginning Painting</td> <td>2011SP</td> <td>2D</td> <td>D-109</td> <td>01:30PM - 02:35PM</td> <td>MW</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ART 241 39654 Intermediate Painting</td> <td>2011SP</td> <td>2D</td> <td>D-109</td> <td>01:30PM - 02:35PM</td> <td>MW</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ART 242 39655 Advanced Painting</td> <td>2011SP</td> <td>2D</td> <td>D-109</td> <td>01:30PM - 02:35PM</td> <td>MW</td> <td>None</td> </tr> </tbody> </table>	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	Alerts Sent	<input type="checkbox"/>	ART 100 39636 Introduction to Art Concepts	2011SP	2D	D-101	05:00PM - 06:25PM	MW	None	<input type="checkbox"/>	ART 141 39653 Beginning Painting	2011SP	2D	D-109	01:30PM - 02:35PM	MW		<input checked="" type="checkbox"/>	ART 241 39654 Intermediate Painting	2011SP	2D	D-109	01:30PM - 02:35PM	MW	2	<input type="checkbox"/>	ART 242 39655 Advanced Painting	2011SP	2D	D-109	01:30PM - 02:35PM	MW	None
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<p>3. Check on the student you want to send an Early Alert notice to and click SUBMIT.</p> <p>NOTE: You can select more than one student.</p> <p>NOTE: You can check the "No Early Alert cases to Report" box if you have no cases to report.</p>	 <p>FACULTY</p> <p>Early Alert Student Roster</p> <table border="1"> <thead> <tr> <th>Section Name and Title</th> <th>Instructor</th> <th>Meeting Information</th> </tr> </thead> <tbody> <tr> <td>ART-241-39654 Intermediate Painting</td> <td>N. Schriber-Smith, N. Schriber-Smith</td> <td>01/24/2011-05/22/2011 1 Lecture Monday, Wednesday 01:30PM - 02:35PM, SCC D-109 01/24/2011-05/22/2011 1 Laboratory Monday, Wednesday 02:35PM - 04:20PM Building, Room D-109</td> </tr> </tbody> </table> <p><input type="checkbox"/> NO EARLY ALERT CASES TO REPORT</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Student</th> <th>ID</th> <th>E-mail Address</th> <th>Date Sent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Arambul, Isaac D.</td> <td>1669622</td> <td>ho_albert@scccollege.edu</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Otley, Jacqueline L.</td> <td>1135899</td> <td></td> <td></td> </tr> </tbody> </table> <p>SUBMIT</p>	Section Name and Title	Instructor	Meeting Information	ART-241-39654 Intermediate Painting	N. Schriber-Smith, N. Schriber-Smith	01/24/2011-05/22/2011 1 Lecture Monday, Wednesday 01:30PM - 02:35PM, SCC D-109 01/24/2011-05/22/2011 1 Laboratory Monday, Wednesday 02:35PM - 04:20PM Building, Room D-109	Select	Student	ID	E-mail Address	Date Sent	<input type="checkbox"/>	Arambul, Isaac D.	1669622	ho_albert@scccollege.edu		<input type="checkbox"/>	Otley, Jacqueline L.	1135899																					
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4. Check the applicable reasons you want to inform the student(s) about.

If needed, add comments as appropriate.

Create Early Alert Email

Section Name and Title	Instructor	Meeting Information
SURV-150-40227 Introduction to Geographic Inf	S. Rodriguez	01/26/2011-05/18/2011 1 Lecture Wednesday 07:00PM - 10:10PM, SCC U Building, Room U-101

Student	ID	Email Address
Arballo, Luis F.	[REDACTED]	[REDACTED]

Select	Reason	Description
<input checked="" type="checkbox"/>	Attendance	You have a significant number of absences. In order to pass the class, you need to attend class regularly.
<input type="checkbox"/>	Punctuality	You are often late or leave early. You must arrive on time and stay for the entire class session.
<input checked="" type="checkbox"/>	Behavior	Your behavior has been disruptive or disrespectful.
<input type="checkbox"/>	Participation	You need to participate more in class on a regular basis.
<input checked="" type="checkbox"/>	Assignments	You need to complete your assignments and turn them in on time.
<input type="checkbox"/>	Study Skills	You arent spending enough time preparing for class, or you may not be studying effectively. You should spend at least 2 hours on homework and studying outside of class for each hour in class per week.
<input checked="" type="checkbox"/>	Work Quality	Your work has not met the standards for this class.

Additional Comments (247 characters limit):

Copy (CC) yourself

Cancel

SUBMIT

5. Click the SUBMIT button to send the email(s).

SUBMIT

6. A confirmation message will appear. Click SUBMIT to confirm.

FACULTY Welcome Estelle

Early Alert Feedback to User

EMAIL SENT CONFIRMATION

Early Alert email was sent to Albert Ho (ho_albert@rscdd.org) by Estelle C. Orr (ho_albert@sac.edu)

SUBMIT

7. The SAC or SCC Student Services Referral letter is emailed to the student(s) listing the reasons checked and any comments that were added.

Sample email letters are attached.

Frequently Asked Questions

1. **When should I use Early Alert?**

Early Alert is intended to be a student intervention tool for the beginning of the term. It is however available throughout the term.

2. **If I have no Early Alert cases to report do I still have to use it?**

Yes. There is a "No Early Alert Cases to report" checkbox that can be used for this purpose.

3. **How do I know which students I sent an Early Alert to?**

The Early Alert roster will be updated to reflect the last date an Early Alert email was sent to a student and will be identified with a status of 'SENT.'

Early Alert Student Roster

Section Name and Title	Instructor	Meeting Information
ART-241-39654 Intermediate Painting	N. Schriber-Smith, N. Schriber-Smith	01/24/2011-05/22/2011 1 Lecture Monday, Wednesday 01:30PM - 02:35PM, SCC D Building, Room D-109 01/24/2011-05/22/2011 1 Laboratory Monday, Wednesday 02:35PM - 04:25PM, SCC D Building, Room D-109

This checkbox is no longer applicable

Early Alert	Student	ID	E-mail Address	Date Sent
SENT	Ar [REDACTED] D.	1 [REDACTED] 2	hc [REDACTED] sbcccollege.edu	04/08/2011
SENT	Ot [REDACTED] e L.	1 [REDACTED] 9	hc [REDACTED] sbcc.edu	04/08/2011

SUBMIT

SAC Early Alert Student Services Referral Letter

Dear [Student's Name]

We know that there may be a variety of factors impacting your ability to be successful in your class. Fortunately, SAC has free resources that can help you.

It has been [____] weeks since the start of the semester and [Instructor's Name] in [Course Title/Section Number] is concerned about your progress. [Instructor's Name] indicates that the following issues are impeding your progress and you are in jeopardy of not passing this class for the following reason(s):

- * Attendance: You have a significant number of absences. In order to pass the class, you need to attend class regularly.
- * Punctuality: You are often late or leave early. To maximize learning, you need to be in attendance for the entire class session.
- * Behavior: Your behavior has been disruptive or disrespectful.
- * Participation: You need to participate in class on a regular basis.
- * Assignments: You need to complete your assignments and turn them in on time.
- * Study Skills: You may not be spending enough time preparing for class, or you may not be studying effectively. You should spend at least 2 hours on homework and studying outside of class for each hour in class per week.
- * Work Quality: Your work is not meeting the standards for this course.
- * Additional Instructor Comments: [Instructor's Comment]

First visit or call your instructor to discuss your situation and ask what you need to do to pass the class. Instructor contact information is on the syllabus.

Also, go to the offices on campus that can provide the help you want. It's not too late!

- Would you like assistance understanding class content, reading your textbook, completing assignments (including essays and research papers) or studying and taking tests? Meet with a tutor in the:
 - Academic Computing Center A106 714-564-6731
 - Learning Center D307 714-564-6569
 - Math Center L204 714-564-6679
- Are you worried about personal, family, health or immigration issues that may be affecting your ability to succeed in college? Visit the:
 - Health and Wellness Center VL211 714-564-6216
- Are you concerned about finances and your ability to stay in school? Visit the:
 - Financial Aid Office VL105 714-564-6242
- Would you like to talk to someone about your course schedule or any other matter that affects your ability to do your best at college? Meet with a counselor:
 - Counseling office S112 714-564-6103

If you are currently receiving services with DSPS, EOPS/CARE/CalWORKs, or Veterans Resource Center, you will also want to meet with them as they may have additional resources available to assist you. Be sure to meet with a counselor before you make any changes to your schedule since it may affect your eligibility in programs to which you are entitled.

Your success is important to us, so don't wait!

Maria Dela Cruz, Ph.D.
Dean of Counseling
Santa Ana College

SCC Early Alert Student Services Referral Letter

Dear [name of student],

YOUR SUCCESS IS IMPORTANT TO US.

Santiago Canyon College is dedicated to supporting your academic goals. This letter is for students who are experiencing academic difficulty and suggests changes that you can make now to help you succeed in the class.

PLEASE NOTE: By not taking any action,
you might not pass this class.

We urge you to talk to the instructor who has sent you this notification and to use the services SCC can offer.

[name of instructor] in [name of class] is indicating that you are in jeopardy of not passing this class for the following reason(s):

- Attendance: You have a significant number of absences. In order to pass the class, you need to attend class regularly.
- Punctuality: You are often late or leave early. You must arrive on time and stay for the entire class session.
- Behavior: Your behavior has been disruptive or disrespectful.
- Participation: You need to participate more in class on a regular basis.
- Assignments: You need to complete your assignments and turn them in on time.
- Study Skills: You aren't spending enough time preparing for class, or you may not be studying effectively. You should spend at least 2 hours on homework and studying outside of class for each hour in class per week.
- Work Quality: Your work has not met the standards for this class.
- Additional Comments: Additional comments inserted here.

Comments:

The following campus services are available to help you.

1. Math Study Hall (MaSH)	U-78	(714) 628-4965
2. Tutoring Center	U-79	(714) 628-4795
3. Writing Center	A-210	(714) 628-4701
4. Academic Success Center	D-209	(714) 628-4830
5. Counseling	D-106	(714) 628-4800
6. Health Center & Psychological Services	T-102	(714) 628-4773
8. Disabled Students' Programs and Services	E-105	(714) 628-4860
9. EOPS / CARE	E-108	(714) 628-4915
10. Financial Aid	E-104	(714) 628-4876
11. Child Development Center	CDC	(714) 628-4890
12. SCC Library	L	(714) 628-5001

See also: <http://sccollege.edu/student-services/pages/default.aspx>

If you are in certain programs that require enrollment in a minimum number of units such as EOPS, International Students, Financial Aid, Disabled Students, CalWORKS or Athletics, do not drop any courses without first discussing your situation with the program staff.

Santiago Canyon College is dedicated to supporting your academic goals. Your success is important to us, so we hope that you will use this information to work with your instructors and utilize support services available to you.

Sincerely,

Ruth Babeshoff, Dean
Counseling & Student Support Services