

Electronic Early Alert Program Instructions

The Electronic Early Alert program allows faculty to send a “warning” to any student in your class who is at risk of poor course performance due to attendance and/or grades. Students receive Early Alerts through their MyFCC e-mail account and a paper copy is mailed to their home address. The Early Alert will inform the student of each concern that you have identified on the Early Alert form as well as each recommendation you select on the form. In addition to providing the student with a warning about their performance, the Early Alert will also contain detailed information about sources of help on campus.

You may send an Early Alert at any time in the semester, however, once the deadline to withdraw from the course has passed; you are not able to recommend that the student withdraw. The chart below provides some suggestions regarding issues which may trigger an Early Alert at various points in the semester.

Issues Which Could Prompt Early Alert	15 Week Session	7 Week Session	8 Week Session
Never attended course but still enrolled	Week 2	Week 1	Week 1
Attendance is sporadic	Week 3	Week 2	Week 2
Ongoing poor attendance and/or performance resulting in poor grades to date	Week 6	Week 3	Week 3 - 4
Approaching the last day to withdraw; concern over student’s ability to earn passing grade	Week 9 - 10	Week 4 - 5	Week 5

Instructions to Access the Electronic Early Alert Form

- Sign into PeopleSoft as you normally do.
- In the left menu area click on *Self Service, Faculty Center*, and then *My Schedule*.
- From the *My Schedule* page, click on the *Attendance Roster* link at the bottom of the page.
- If the Term code is not listed, type in the code for the current term (Fall 2010 = 2109)
- Click the **Search** button – this will produce a list of all courses you are teaching. Click on a course to open the roster for that course. **Note - If you have a student attending who is not on this list, (s)he is not officially registered and should not be attending. Notify the Welcome & Registration Office immediately.**
- From your course roster, select the [Early Alert](#) link for any student you wish to send an Early Alert.
 - Complete the Early Alert form identifying the basis of your concern, any recommended action the student should take and your recommendation if the student should remain in the course or consider withdrawing.
 - If the student has already withdrawn from the course, a message will appear “This student withdrew from your class, no Early Alert needed”.
 - Click the **SAVE** button at the bottom of the page – this sends the Early Alert to the student’s e-mail account.
- To return to your roster, click the [Back to Attendance/Early Alert Roster](#) link at the bottom of the page.
- When you send a student an Early Alert, it will be archived so that you can keep track of Early Alerts that you have sent. To view a previously sent Early Alert for a particular student, click on the [Existing Early Alerts](#) link next to the student’s name. To return to your roster, click the [Back to Attendance/Early Alert Roster](#) link at the bottom of the page.
- If you teach more than one course, use the **Return to Search** button at the bottom of the page to return to your list of courses. Complete this process for each course you teach.

Questions Regarding Early Alert – Contact Irvin Clark, Student Development, 301-846-2565