



Fall 2016 Early Alerts Information for CHEM Instructors

PURPOSE OF ALERTS

- The purpose of early alerts is earlier intervention with students. Early alerts provide more information earlier in the semester for advisors to intercede so that the advisor can help struggling students navigate through issues and provide referrals to campus resources, etc.

WHO SEES ALERTS

- Advisors and support program counselors see alerts. Your alert feedback is NOT viewable by the student as mid-term grades are.

ALERT TIMEFRAME/DEADLINE

- Early Alerts are provided based upon the results of the first exam in your respective courses (CHEM 101, 122, 123, 124, 125, 232, and 234).

WHICH STUDENTS NEED ALERTS

- Alerts **ONLY** need to be entered for students who may be receiving a D/F/U.
- Instructors **may** also provide alerts for students who are academically doing fine, but for whom there are other concerns. e.g. the student can't afford the textbook, the student seems upset, etc. Those alerts are optional, although they provide helpful information for advisors to address underlying issues that could be impeding a student's academic success.

HOW TO ENTER ALERTS

- Instructors can share lists of students (including UIN's) with their overall current grade in the course, preferably including their first exam grades and any other relevant information advisors may need to know to Joey Volpe (jvolpe@uic.edu) of the Office for Advising Development who directs distribution of alerts to advisors. Lists can be shared via email, sharing a BOX folder with Joey, or using the secure document upload at <http://go.uic.edu/earlyalertssubmit>.

WHAT HAPPENS WITH ALERTS

- Once sent, alerts are processed by the Office for Advising Development and provided to advisors in colleges, academic counselors in support programs, and resource staff. Alerts are targeted to be delivered to the advising community within one day of receiving them from the instructor.
- Although advisors will be assisting students identified in the alerts, keep in mind that providing alerts will not take the place of instructor-student interaction within the classroom or outside of the classroom. The alert is provided to advisors so that they are able to have a more nuanced conversation with their students and address issues, especially for students who may be identified by more than one instructor since alerts exist in a range of courses.
 - *For example, if a student is not regularly attending class and that has been noted in multiple courses by multiple instructors through Early Alerts, an advisor can address that issue with the student to determine the underlying cause for lack of attendance in multiple courses vs. focusing only on addressing it course by course.*



- Although you may already be providing periodic feedback and posting grades on your course Blackboard site, the Early Alerts you report will help advisors and other support staff respond to specific issues that have arisen with individual students.
 - *For example, if a student has an alert for not completing homework or is struggling with the course material, due to the information you provide in the alert, an advisor can work with a student to ensure they are informed about all of the learning resources available on campus – learning centers, tutoring, study skills assistance, etc.*

RESOURCES AVAILABLE ON CAMPUS

There are a number of academic and tutoring resources on campus. For your reference, here is a short list, although there are other resources available as well. The Office for Advising Development provides both a quick guide ([Tip Card](#)) and a full [Campus Resource Guide](#):

Learning Centers

[The Language Studio](#), 1650 University Hall (UH)

[Mathematical Sciences Learning Center](#), 430 Science & Engineering Offices (SEO)

[Science Learning Center](#), 201 Science & Engineering South (SES)

[Writing Center](#), 105 Grant Hall (GH)

[Academic Center for Excellence \(ACE\)](#), 2900 Student Services Building (SSB)

[Academic Support and Achievement Program \(ASAP\)](#), 356 Physical Education Building (PEB)

[African American Academic Network \(AAAN\) Learning Resource Center](#), 2800 Student Services Building (SSB)

[UIC AANAPISI Initiative](#), 1028 University Hall (UH)

[Business Learning Center](#), L270 Education, Theater, Music, and Social Work Building (ETMSW)

[The CHANCE Program](#), 2080 Student Services Building (SSB)

[Commuter Student Resource Center \(CSRC\)](#), 245 Student Center East (SCE)

[Honors College Tutoring](#), 220 Burnham Hall (BH)

[Latin American Recruitment and Educational Services \(LARES\) Tutoring](#), 2640 Student Services Building (SSB)

[Minority Engineering Recruitment & Retention Program \(MERRP\)](#), 1251 Science & Engineering Offices (SEO)

[Native American Support Program \(NASP\)](#), 2700 Student Services Building (SSB)

[Student Computer Aided Instruction Lab \(SCAILAB\)](#), 1st floor Addams Hall (AH)

IF YOU HAVE QUESTIONS

Early Alerts are distributed to advisors and resource staff by the Office for Advising Development. Please contact **Joey Volpe** in the Office for Advising Development at 312-996-3092 or at jvolpe@uic.edu if there are questions or assistance is needed entering alerts.