



## Spring 2017 Early Alerts Information for Advisors – Updated 2-14-17

**SPECIAL NOTE:** As of this spring semester students receiving alerts will be sent an email from the Office for Advising Development (OAD) to inform them that there has been an alert in their class.

- The emails will be sent to students at the end of Week 5 (targeted for Thursday, February 9<sup>th</sup> and Friday, February 10<sup>th</sup>).
- **The content of the alert will not be shared with the student, but the email will notify them that advisors may be contacting them and it will encourage them to be proactive in resolving their issues.**
- If instructors have already spoken with their student about the issues and recommendations they are reporting, the instructor can let us know that when entering the alert. They check the box **“For advisors/non-instructor(s), this alert is for information purposes only. Instructor has contacted the student.”** OAD’s email to the student is adjusted accordingly.

### PURPOSE OF ALERTS

- The purpose of early alerts is to provide a means of communication between faculty and advisors so that students can address issues promptly enough in the semester to hopefully prevent serious consequences, advisors can assist students in navigating their academic experience, and advisors can make referrals to campus resources, etc.

### WHO SEES ALERTS

- Advisors, support program counselors, Campus Housing professional staff, Athletics Academic Services and the Office of First-Year Initiatives. Unlike mid-term grades, alert feedback is NOT viewable by the student.

### ALERT TIMEFRAME/DEADLINE

- Early Alerts for most courses are entered beginning Monday, January 30<sup>th</sup> (Week 4) and must be entered by the following Monday, February 6<sup>th</sup> (Week 5).
- Early Alerts are provided to those offices listed in “WHO SEES ALERTS” by Wednesday, February 8<sup>th</sup> or Thursday, February 9<sup>th</sup> for intervention with students.
- *PLEASE NOTE - MATH 121, MATH 180, CHEM 101, CHEM 122, CHEM 123, CHEM 124, CHEM 125, and CHEM 232 will provide alerts after their first exams during weeks 6 and 7. Alerts for these courses will be distributed once exam scores have been provided to OAD, with expected delivery to advisors by Friday, February 17<sup>th</sup> or Monday, February 20<sup>th</sup>.*

### WHICH COURSES HAVE ALERTS

- Alerts are required from faculty teaching the following courses (but may be entered by any faculty member about any student):
  - ENGL 050 – ENGL 161
  - MATH 090, 110, 121, 125 165, 180
  - HUM 101 and HUM 102
  - CHEM 101, 122, 123, 124, 125 and 232
  - Language courses:
    - CHIN 101 – CHIN 104
    - FR 101 – FR 104
    - ITAL 101 – ITAL 104
    - GER 101 – GER 104
    - SPAN 101 – 104
    - SPAN 113 and SPAN 114

### WHICH STUDENTS GET ALERTS

- Alerts are REQUIRED for students who are currently receiving a D/F/U or are likely to receive a D/F/U in selected courses.
- Instructors **may** enter alerts for students for whom there are other concerns, even if they are doing fine academically, such as the student can’t afford the textbook or the student seems upset. Alerts related to these types of concerns are optional, but do provide helpful information to address underlying problems that could be impeding a student’s academic success.

### TYPES OF ALERTS

- Alerts are entered as a combination of **ISSUES** and/or **RECOMMENDATIONS** with the option for an instructor to make comments on either.
  - The issues that can be checked are common concerns identified by instructors that impact students’ successful completion of a course.
  - The recommendations are the typical options used to resolve an identified issue. Instructors may check “OTHER” and enter any other options the instructor feels are appropriate in the comments section; see below.
- Instructors are asked to indicate the reason they are making this recommendation in the comments section for all recommendations and issues to give an advisor the best information possible.
- See below for a screenshot of what an instructor could enter for each alert:



Select any issues that apply

- UIC - Attendance Poor
- UIC - D/F/U Likely for Work Submitted - (Please enter comment below)
- UIC - Frequently Late for Class
- UIC - Missed Week One
- UIC - Missing Work
- UIC - Never attended
- UIC - Student is not academically prepared for this class

Enter Comments:

Offer one or more recommendations

- UIC - For advisors/non-instructor(s), this alert is for information only. Instructor has contacted the student.
- UIC - Other (Please enter comment below)
- UIC - Student has not been contacted, please follow up in addition to instructor.
- UIC - Student should consult an advisor
- UIC - Student should use appropriate Learning Center (Language, Math, Science, Writing)
- UIC - Student should attend office hours

- Instructors have been given the following information related to entering alerts:
  - Although it is preferred that an instructor make a recommendation on the right when identifying an issue on the left, instructors may choose to enter ONLY issues or ONLY recommendations for a student as appropriate.
  - When checking **Attendance Poor** to indicate in the comments section if the student will fail based upon missed classes; for example, if after 6 missed classes the student will receive an F with no exceptions.
  - When checking **Student is not academically prepared for this class** that the option is intended to tell an advisor about a student who needs academic assistance.
  - Advisors will initiate contact with students ASAP if the following **RECOMMENDATIONS** are selected:
    - **Student should consult an advisor** is checked.
    - **Student has not been contacted, please follow up in addition to the instructor** is checked.
  - To keep in mind that providing alerts will not take the place of instructor-student interaction within the classroom or outside of the classroom.

### GENERAL GUIDELINES FOR ADVISORS ABOUT CONTACTING STUDENTS WITH ALERTS

Advisors should follow the guidelines of their supervisor. However, general guidelines are below:

- Ideally, beyond when “**Student should consult an advisor**” or “**Student has not been contacted, please follow up in addition to the instructor**” is checked, advisors would reach out to students:
  - Whose instructors indicate either that they have not contacted the student or that they have tried to contact the student but gotten no response;
  - For whom 2 or more early alerts come in, whether or not the instructors have also contacted them.
- For students with only one early alert whose instructors say they have contacted them, the alert may be discussed in the next regularly-scheduled meeting.

### RESOURCES AVAILABLE ON CAMPUS

There are a number of academic and tutoring resources on campus. For reference, included 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 access to different online collections of resources at [ask.uic.edu](http://ask.uic.edu):

#### 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)



**\*Please note that Campus Housing can assist advisors trying to reach out to students who live in housing who are not responding. Contact Nick Ardinger, Assistant Director for Residential Education, at [ardinger@uic.edu](mailto:ardinger@uic.edu) or (312) 355-6325.**

***IF YOU HAVE QUESTIONS***

Early Alerts are distributed by Office for Advising Development. Please contact *Joey Volpe* in the Office for Advising Development at 312-996-3092 or at [jvolpe@uic.edu](mailto:jvolpe@uic.edu) if there are questions or assistance is needed about alerts.