Early Alert Program

Counselor Module Access
❖ Launch WebISIS
❖ Enter your User Name and Password
❖ Click
From the Counseling Subsystem, click on “Student Early Alert.”
Selecting EA Students (Step 1)

❖ Enter the semester code (e.g., 20081).
❖ Click on the button to select your program.
  ○ Only “official” student members in the program who have been identified for counseling assistance will be displayed.
❖ Click when done.
Selecting EA Students (Step 2)

- Students referred for counseling assistance are listed next.
- Be sure to sort students by “Evaluation Date” when initially contacting students.
Selecting EA Students (Step 2.5)

❖ The student’s “Status” code indicate who needs to be contacted:

- “Blank” = Needs to be contacted
- IP = Contact initiated, but not yet successfully completed
- C = Contact successfully completed
- U = Contact unsuccessful after several attempts
Select a student whose “Status” is blank or “IP” by clicking the **Check In** button.

Clicking **History** will display the Student Early Alert Report submitted by the instructor (PDF Format).
Sample Student Early Alert Report

❖ SEAR Report will display:

- Contact information
- Areas of concern
- Areas for counselor assistance
- Message from Instructor to Counselor

Santa Monica College
Student Early Alert Report
Instructor: Teacher10 T T
02/28/2008

Semester: 2008-2009
Section: 4910
Course Name: ACCTG 1

Student ID: [Redacted]
Name: [Redacted]
Current Grade: D
Phone Number: 3100000000
Email: [Redacted]

Area(s) of Concern Identified by Instructor:
1. Missing/Incorrect Assignments
2. Attendance Issues
3. Punctuality Problems
4. Disruptive Behavior
5. Others

Please see a counselor for assistance with the following issue(s):
6. Study Skills Assistance
7. Learning Disability Consultation
8. Referral to Psychological Services

Actions Recommended by Instructor: During Office Hour

Message from Instructor:
Charles, I am concerned that you continue to arrive late and turn in assignments late. Your behavior in class has become disruptive as well.

Message to Counselor:
I suspect that Charles may have a learning disability or something personal may be going on. His behavior has become a problem in class, however.

Recommended Workshop(s):
1. Exam Strategies
2. Self-awareness/Health
3. Stress Management
4. Study Techniques

Date Of Evaluation: 02-27-2008
The “Check In” screen is your launch pad to a successful Early Alert intervention. It identifies:

- Student “problem areas”
- Areas in need of counselor assistance
After contacting the student and discussing the issues of concern, identify and notate services and interventions beneficial to the student:

- Recommendations
- Referrals
- Workshops
Recommendation, Referrals, & Workshops

**Recommendations**

- Complete prerequisite
- Drop course
- Enroll in counseling courses
- Reduction in work hours
- Regular office visits with the instructor
- Regular tutoring for the course which is being repeated
- Repeat/take a specific assessment
- Repetition of course during a sixteen week semester
- Taking units during term of course repetition

**Referrals**

<table>
<thead>
<tr>
<th>Option</th>
<th>Descr</th>
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</table>
| Adelante | African American Ctr  
Associated Students |
| Athletics |  
Black Collegians |
| Bundy Campus |  
CalWORKS |
| Career Services Center |  
Child Care |
| Corsair |  
Disabled Students |
| EOPS |  
ESL Program |
| Enrollment Services |  
Financial Aid |
| Health Services |  
Hi-tech Center |
| International Stu Ctr |  
Latino Center |
| Learning Disabilities Program |  
Math Lab |

**Workshops**

<table>
<thead>
<tr>
<th>Option</th>
<th>Descr</th>
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<tbody>
<tr>
<td>Exam Strategies</td>
<td></td>
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</tbody>
</table>
Financial Aid |
| Job/Career |  
Library Skills |
| Math Anxiety |  
Note Taking |
| Self-awareness/Health |  
Stress Management |
| Study Techniques |  
Time Management |
| Transfer |  
Transfer/Counseling Ctr  
Veterans Program |
| VocEd Resources Ctr |  
Welcome Center |
❖ Write a brief message to instructor outlining the general parameters of the discussion.
  - FERPA compliant!
❖ Mark if the contact was successfully completed (or is in progress, not been able to contact)

*Intervention*

<table>
<thead>
<tr>
<th>Message From Couns To Instr</th>
</tr>
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<tbody>
<tr>
<td>Charles was successfully contacted. The issues you identified were addressed and referrals to other services were made.</td>
</tr>
</tbody>
</table>

Date: 06-MAR-2008  
By: ITOVAR
When done, click **Save** and then **Email Instructor**.

Once you click on **Email Instructor**, the instructor will be automatically notified by email that the student has been successfully contacted (or not).

Instructors will be directed to their online roster to review the message you sent them.
Handling Contacts

Step 1: Make Contact
Contact student by phone. Every effort made to address issues immediately. Appointments encouraged as follow-up.

Step 2: Contact Outcome

- Not Yet Reached (2-3 attempts)
  - Mark In Progress
  - Return to Case Later

- Notate Case
  - Save Record
  - Email Instructor

- Write a Comment to Instructor
  - Mark unsuccessful contact option
  - Save Record & Email Instructor
After Your Contact: 
Under Development

❖ Tracking reports comparing EA-identified students to other students are in development. To include:
  ❖ Issues to EA identification
  ❖ Counseling contacts
  ❖ Referrals and services accessed

❖ Access to reports provided year-round to instructors, program leaders, department chairs. Reports will be longitudinal in nature.
  ❖ Retention, Persistence, Success

❖ Integration of student services workshops calendar
  ❖ Relevant upcoming workshops to be included in student report