

STUDENT ACCESS & SUPPORT



Early Alert is a collaborative effort by instructors, administration and the Student Access and Support Department (SAS) to reach out to students who show signs of struggling in a course or program at Selkirk College within the first 5 weeks of the semester.

As an instructor, here are some steps that you can take to make Early Alert as effective as possible:

1. Include information about Early Alert in your course outline or discuss it in the first few class meetings. Here's information you can use:

Selkirk College has an Early Alert program intended to help connect students who show signs of struggling in the first 5 weeks of a course or program with support services on campus. Early Alert does not appear on your transcript, but it indicates that there are concerns about your academic progress which need to be addressed. If you are placed on Early Alert, you will receive a phone call or email from a member of the Student Access and Support Department to make sure you know how to take advantage of free support services for Selkirk students. I would also encourage you to meet me during office hours to talk about strategies for how to be successful in this class. Please ensure that your contact information is up-to-date on your student record.

2. At the beginning of the semester, remind students to update their contact information in their student record. We attempt to contact students by phone first and follow up with email if we're not successful. Remind students to check their Selkirk edu address regularly.
3. The most important support comes directly from you, the instructor. However, if you're having difficulty connecting one-to-one with your student, or you feel they need extra support, try Early Alert.
4. Before submitting Early Alerts, remind your class about the program and the importance of current contact information. We can't perform outreach without contact information in student records.
5. If you feel a handout may be the best way to inform students about their referral, here's a sample you can use:

Early Alert is one way your instructor lets you know that a change in your approach to class may be necessary for you to achieve academic success. Students are referred to Early Alert for a variety of reasons, including low attendance, low participation, late/incomplete assignments and low grades. If you are referred to Early Alert, you will receive a phone call or email from a member of the Student Access and Support Department.

Early Alert is not a grade. It does not appear on your transcript. It is an opportunity to discuss any concerns about your progress in a class, and to make sure you know how to take advantage of free support services at Selkirk College. By using Early Alert, your instructor and the Student Access and Support Department would like to try and help you recognize academic challenges, become empowered to accomplish your goals for academic success, and take advantage of resources available to Selkirk students.