TO: All MPC Faculty Members
FROM: Counseling and Student Services
DATE: September 2012
RE: Early Alert and Student Retention

Retention is an important focus for MPC. As a campus, we want to do whatever we can to support the successful learning and course completion for our students this semester.

Early in the semester, it can become evident that some students in your class(es) may be having difficulties. It is the intent of the early alert program to provide you with support in identifying students having difficulties, and directing them to the appropriate resources. Recognizing that the needs of our students take time and energy, Student Services personnel can help in contacting these students and seeking to identify their source of difficulty.

Students may:

- have personal issues that interfere with their attendance, focus, or ability to complete work; and/or
- need help developing study skills; and/or
- be facing emotional or health challenges; and/or
- have academic readiness issues; and/or
- need additional tutoring, or academic support.

Besides the work you do with your students, their needs can also be addressed by working with a counselor, seeking tutoring through the Academic Support Center, or being referred to one of the many programs in Student Services. The attached early alert request form helps to connect the student with those services.

Step 1: Identify student(s) who demonstrate the need for assistance.
Step 2: Complete the Early Alert Assistance form and return to the student.
Step 3: For students not attending, return the form to the Counseling Department (Attn: Carrie Craig)

This program is designed to assist your students in overcoming barriers to success, and help you reach out to them. Thank you for your assistance in helping to involve the student and give them assistance in meeting their responsibilities for successful class completion. What you do matters.

*Attached is an original early alert form – make as many copies as you need.*
Fall / Spring ________________
(circle one)                    (year)

Student Name:__________________________  Student Number: ______________

Class Name:__________________________  Section Number: ______________

Faculty Name:__________________________  Contact: __________________

As of ___________________, it appears that you are experiencing some difficulties in this class.

(Date)

Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Here at MPC, we want to assist you in improving your performance before the end of the semester. It is not too late; there is still time to improve your grade. I recommend that you do the following:

________ Contact me to discuss your academic progress. My office hours are __________, Location __________ phone __________ e-mail __________

________ Meet with a counselor, who can assist you with other difficulties you may be having. Counseling appointments can be made in person (Student Services Bldg) or by calling 646-4020.

________ Visit the Academic Support Center (Library – downstairs) to get assistance with:

____________________________________________________________________________________
____________________________________________________________________________________

________ Other:
____________________________________________________________________________________
____________________________________________________________________________________

- Refer to the MPC website (www.mpc.edu) for more information about College services.
- Note: Remember, it is your responsibility to officially withdraw from your class. It is recommended that you talk with a counselor before you do to explore other options.