



MONTEREY PENINSULA  
COLLEGE

TO: All MPC Faculty Members  
FROM: Counseling and Student Services  
DATE: February 18, 2009  
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, supportive services, or the academic support center. 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.***

EARLY ALERT ASSISTANCE

*A partnership  
between MPC and You  
for your SUCCESS.*

Fall / Spring \_\_\_\_\_  
(circle one) (year)

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Class Name: \_\_\_\_\_ Section Number: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Contact: \_\_\_\_\_

**To be completed by faculty member and returned to student, or to Counseling.**

As of \_\_\_\_\_, it appears that you are experiencing some difficulties in this class.  
(Date)

Comments:

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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:

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\_\_\_\_\_ Other:

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- Refer to the MPC website ([www.mpc.edu](http://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.*