Early Alert Quick Reference

WEST TEXAS A&M
UNIVERSITY ™

The Program

Early Alert is a proactive, student-centered system of communication between faculty, staff, academic advisers, and students at West Texas A&M University. The resource is a part of the Advising Services Outreach Program and is designed to assist students who continue to display behavior (for academic, social, financial and/or personal reasons) that puts them at risk of not successfully completing a course. The comprehensive goal is to connect students to resources which may enhance academic experience leading to successful degree completion.

Early Alerts are not to replace direct contact by faculty with a student; it is an additional resource for faculty to utilize as they work toward ensuring student success.
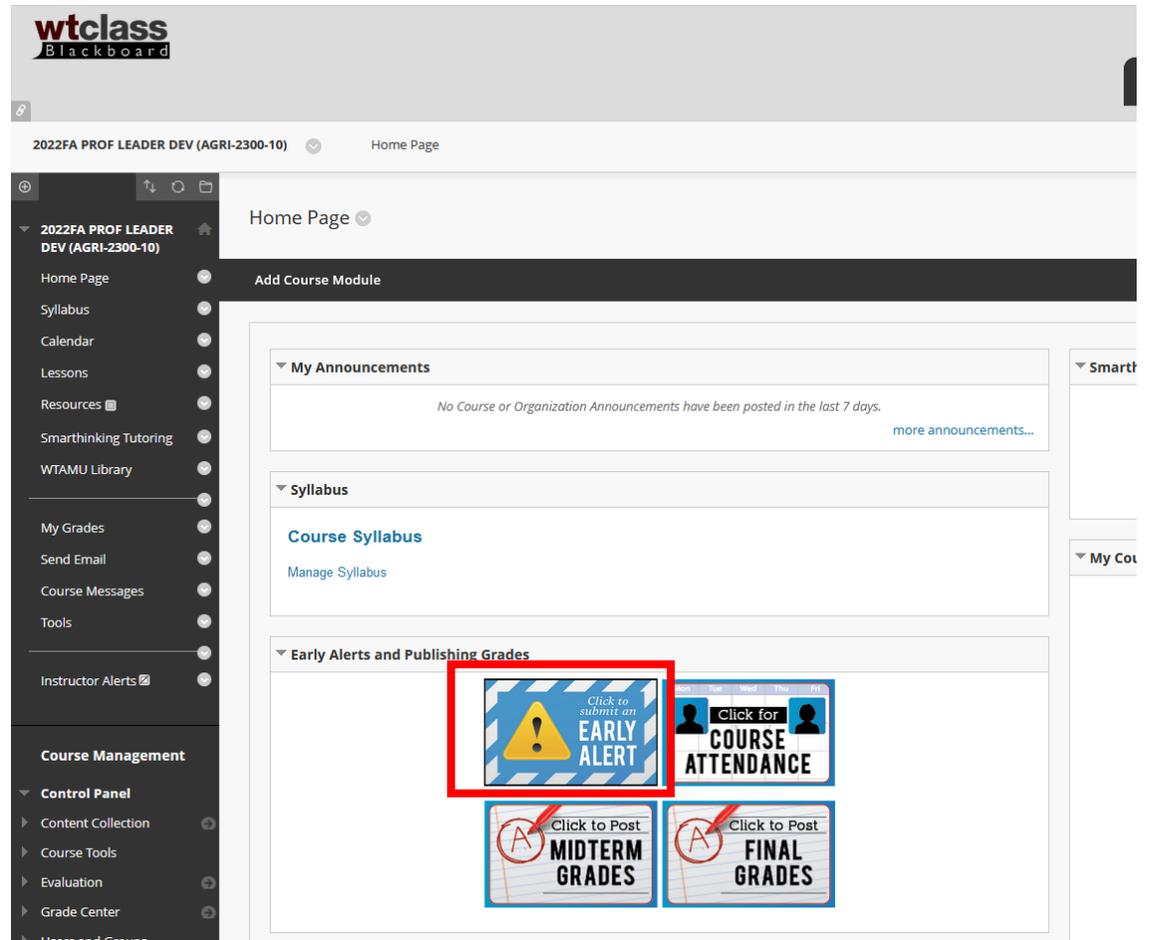
How to Enter an Early Alert

Start in WT Class

The easiest way to enter an Early Alert is through WT Class. There is a link to the Early Alert form on your main WT Class page, shown here.

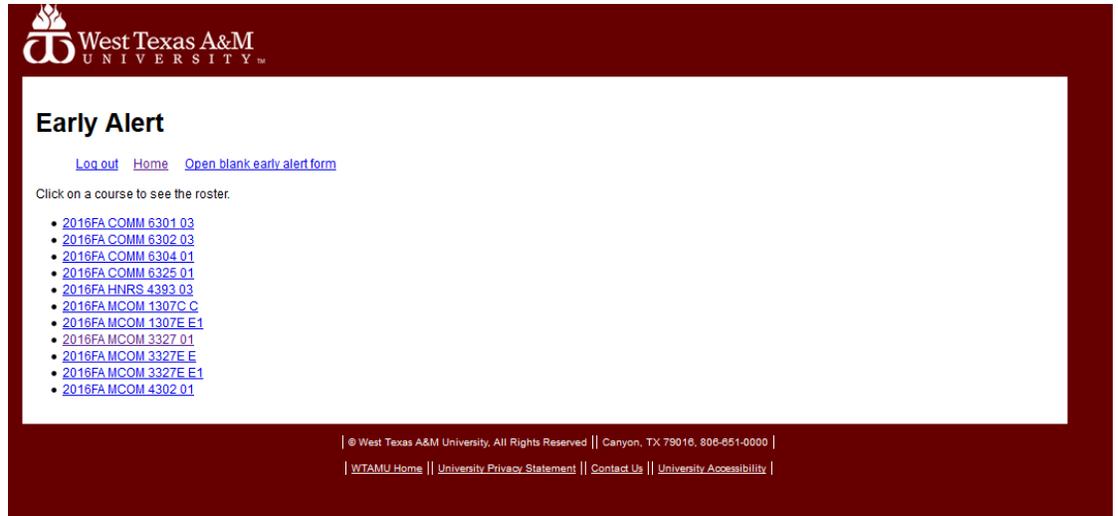Clicking on this link will load a list of all your course rosters for the current semester.
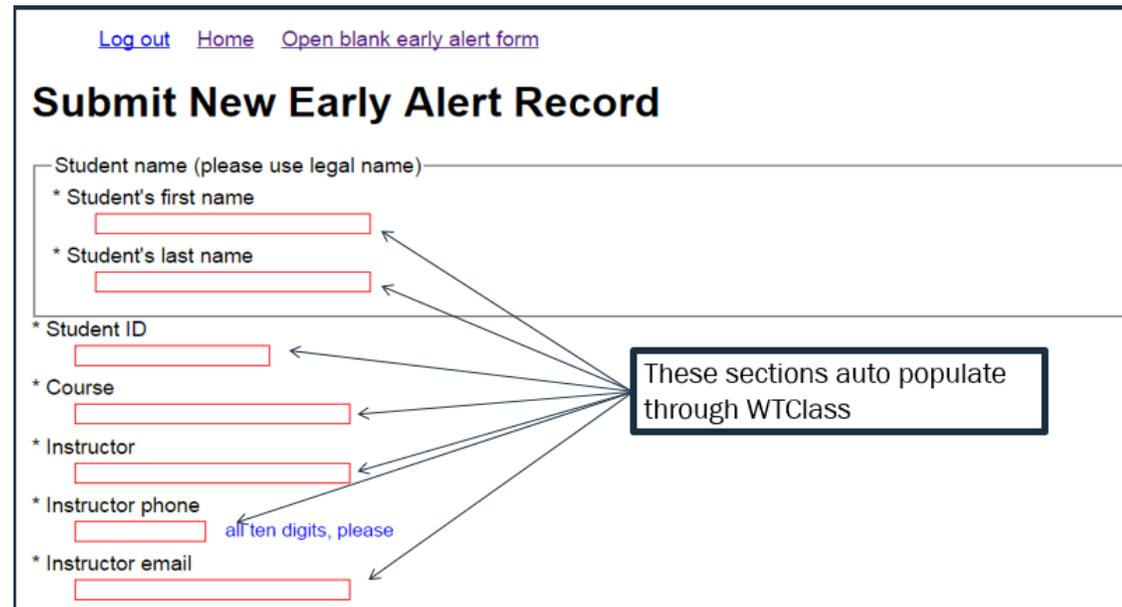
Select a Course and Student

Once you select the course a list of all students enrolled in that course will appear. Click on the student you intend to submit the Early Alert for.

Following these steps will pre-populate the following information, so all you have to do is fill out the Early Alert information at the end of the form.

Filling out the Form…

Let us know if you have attempted to contact the student regarding the matter. If yes, a text box will appear so you can give us more information (but you don't necessarily have to).

Please note that we share the information entered in the "Message you would like shared with the student" in an email directly to the student. Take an opportunity to address the student directly here, and express what concerns inspired you to submit this Early Alert. This is a student centered system of making sure students feel recognized, supported, and engaged.

Any additional information you deem necessary (descriptions of your interactions with the student, deadlines in the course for coming assignments, exams, information on steps they can to take to be successful in the course, etc…) can be included in the second text box. This information is key to helping Advising Services have an effective conversation with the student about your concerns what their next actions should be.

Filling out the Form…

* Have you attempted to make contact with the student prior to submitting this Early Alert?
  [Select one... ▼]

Contact method
Contact method student should use
  ☐ Phone
  ☐ Email
  ☐ Visit during office hours

Reason for this early alert
Nature of concern
  ☐ Attendance
  ☐ Behavior: If Behavior Intervention Team issue, please submit BIT referral
  ☐ Academic Progress
  ☐ Other

* Message you would like shared with student
  Include your concern and/or available options for improvement

  Here you are speaking to the student

Relevant information needed before contact is made and/or to better assist the student
  These comments will *not* be visible to the student

  Here you are speaking to Advising Services

* Student's current status
  [Select one... ▼]
(The drop date for this semester has passed.)
  [Submit]

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected by this form.

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What happens next?

Advising Services logs the alert in AdvisorTrac, and at that time an email with your message is sent out to the student. They can respond to that message confirming receipt to stop further contact attempts. Otherwise, an advisor will reach out to them daily via methods including phone calls, subsequent emails, texts, and occasionally in person visits to confirm they received the message. Other types of follow up include reaching out to Residential Living (if the student is supposed to be living on campus) and/or contacting their other instructors to see if the behavior is consistent.

Once we successfully contact them we will have a discussion with the student about what they plan to do next to resolve the situation, and refer them to any applicable resources for their situation.

You can view your previously submitted Early Alerts to check their status (submitted; Early Alert entered, initial email sent; Resolved).

If the student contacts you regarding the Early Alert, let Advising Services know so we can go ahead and close out the alert as well.

This program can't be successful without you!

Please remember to submit Early Alerts early, so we have the best chance of helping the student take the right actions. Our aim is to help them make the right choices early so they are set up for success.

If you are concerned a student might be a no show, *please* let us know as soon as possible so we can reach out to them quickly regarding their enrollment and direct them to the right offices to start the withdrawal process. This could help keep them from taking such a heavy financial burden from classes they did not attend and from getting Fs on their transcript. If we wait until the final drop date for the semester, it is too late to assist the student financially and likely they will not respond to our contact attempts.