



MONTEREY PENINSULA
COLLEGE

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.

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:

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.*