Academic Alert Notification System
Instructors are provided a list of 9 alert codes to define a student’s academic issue of concern.

When an instructor selects an alert code, this action generates a letter, identifying Instructor’s area of concern and a list on –five campus resources students may seek assistance.

Academic Alert Notification System Referral Reference Key

- **Alert: Attendance**
  Issue: Student is frequently absent or late to class.
  Referral: Instructor

- **Alert: Coursework/Homework /Participation**
  Issue: Student does not complete assigned work (home or class).
  Referral: Instructor

- **Alert: Writing**
  Issue: Student appears to have difficulty producing
  Referral: Instructor

- **Alert: Instructor**
  Issue: Instructor would like to have the opportunity to meet with this student to discuss issues.
  Referral: Instructor

- **Alert: Reading**
  Issue: Student appears to have difficulty comprehending required reading.
  Referral: Reading Lab

- **Alert: Math**
  Issue: Student appears to have difficulty understanding required mathematics.
  Referral: Tutor Center (then referred to either Basic Skills Math Lab or Math Lab (higher support)).

- **Alert: Content**
  Issue: Student has difficulty with the subject area concepts presented in this class.
  Referral: Tutor Center

- **Alert: Physical/Learning Disability**
  Issue: Student may have a processing/learning deficit, which affects his/her performance in class.
  Referral: Disabled Student Programs and Services (DSPS)
• **Alert: Counselor**
  Issue: Student may have academic, personal, or other problems which affect his/her performance in class.
  **Referral: Counseling**