

Welcome back to a new semester! I hope everyone had a wonderful summer and is enjoying the start of the new school year!

This is a reminder that this is the time to begin using Early Alert. This is **your** opportunity to provide early feedback to your students regarding their progress in your class and to make referrals to appropriate services. Early Alert has the potential to increase your class retention and success rates!

This process is available through InsideCC, just use the step-by-step process below:



1. Go to
2. Login using your Cerro Coso email address and password
3. Select the Faculty tab
4. Select the Banner Self-Service link on the left
5. Select the Faculty & Advisors link
6. Select the "Early Alert System" menu option
7. Select the appropriate term
8. Select the appropriate Course Reference Number (CRN)
9. Click the checkbox for any student to whom you would like to send an Early Alert
10. Scroll down and click the Select Students button.
11. Complete the form for each of the students you have selected and click the Send Alert button.

In response to the Early Alert Form you submit from this site, programs, such as counseling, tutoring services, and DSPS/EOPS, will follow up with the student to provide support services. The goal is to connect the student with support and services to improve retention and success!

Thank you for taking the time to provide this important feedback and early intervention for these students!

Please contact me if you have any questions about this process.

Amy Kennedy  
Educational Advisor  
[akennedy@cerrocoso.edu](mailto:akennedy@cerrocoso.edu)  
760-384-6219

Faculty & Advisors Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://banweb.kccd.edu/trng/twbkwbis.P\\_GenMenu?name=bmenu.P\\_FacMainMnu](https://banweb.kccd.edu/trng/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu) Go

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Cerro Coso Community College  
Porterville College

**Personal Information** Student Services & Financial Aid **Faculty Services** Advisor Services Finance Employee

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## Faculty Services

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- [Term Selection](#)
- [CRN Selection](#)
- [Class Roster](#)
- [Wait List](#)
- [Add/Drop Listing](#)
- [Registration Drop/Withdraw](#)
- [Final Grades and Attendance Hours - Enter](#)
- [Notify A&R of Final Grade Submission](#)
- [Faculty Schedule](#)
- [Faculty Detail Schedule](#)
- [Electronic Gradebook \(by special permission\)](#)
- [Electronic Gradebook by Student \(by special permission\)](#)
- [Early Alert System \(in development\)](#)

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**RELEASE: 7.2**

Local intranet

Select Term - Microsoft Internet Explorer

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## Select Term

Feb 14, 2007 04:28 pm

**i** Select the Term for processing then press the Submit button.

I understand I have access to student records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA). I understand that the disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. I understand that by using Faculty Services I accept full responsibility for complying with the FERPA regulations.

Select a Term:

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**RELEASE: 6.1**

Done Local intranet

Select Term - Microsoft Internet Explorer

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Select a Term:

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**RELEASE: 6.1**

Done Local intranet

Early Alert System - Select Students - Microsoft Internet Explorer

Address: https://banweb.kccd.edu/trng/kwskearl.P\_SelectStudents

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SITE MAP HELP EXIT

### Early Alert System - Select Students : Spring 2007

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31062 BIOL B16 02 General Microbiology

Number of students currently enrolled: 24

<input type="checkbox"/>	Student ID	Student Name	Credits	Reg. Status/Date
<input type="checkbox"/>	@00	██	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/>	@00	██	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/>	@00	██	5.00	**Web Registered** / Nov 15, 2006
<input type="checkbox"/>	@00	██	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/>	@00	██	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/>	@00	██ial	5.00	**Web Registered** / Nov 16, 2006

Local intranet

Early Alert System - Select Students - Microsoft Internet Explorer

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<input type="checkbox"/> @00 [redacted]	5.00	Web Registered / Nov 16, 2006
<input type="checkbox"/> @00 [redacted] tial	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Registered** / Nov 30, 2006
<input type="checkbox"/> @00 [redacted] tial	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Web Registered** / Nov 15, 2006
<input type="checkbox"/> @00 [redacted] tial	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted] tial	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Web Registered** / Nov 16, 2006
<input type="checkbox"/> @00 [redacted]	5.00	**Registered** / Dec 15, 2006
<input type="checkbox"/> @00 [redacted] tial	5.00	**Web Registered** / Nov 16, 2006

RELEASE: 5.5

Local intranet

Early Alert System - Select Reasons - Microsoft Internet Explorer

Address: https://banweb.kccd.edu/trng/kwskearl.P\_SelectReasons

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### Early Alert System - Select Reasons : Spring 2007

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31062 BIOL B16 02 General Microbiology

Student ID	Student Name	Area of Concern	Suggested Actions
@00	[REDACTED]	<input type="checkbox"/> Attendance <input type="checkbox"/> Quizzes <input type="checkbox"/> Tests <input type="checkbox"/> Projects/Papers <input type="checkbox"/> Participation <input type="checkbox"/> Homework Assignment <input type="checkbox"/> Lab/Clinical Performance <input type="checkbox"/> Other	<input type="checkbox"/> Contact me soon (see syllabus for contact info) <input type="checkbox"/> Prepare for class <input type="checkbox"/> Turn in assignments <input type="checkbox"/> Seek Tutoring <input type="checkbox"/> Contact a counselor

Message to student:

Done Local intranet

## TEXT OF EMAIL:

Dear Student:

Early Alert is designed to help students be successful at Cerro Coso Community College. As an instructor, I have chosen to participate in this project. It is my hope that the following information is helpful to you in your efforts to successfully complete my General Microbiology class (BIOL C261 CRN 70062)-**automatically inserted from Banner**. Please consider the following recommendations carefully. In addition, I encourage you to contact me and/or a counselor (384-6219 or [counsel@cerrocoso.edu](mailto:counsel@cerrocoso.edu)) if you have any questions or concerns.

Sincerely,

### **Area of Concern:**

- Quizzes
- Projects/Papers
- Homework Assignments
- Other (see message below)

### **I recommend that you:**

- Prepare for class
- Seek Tutoring

Learning Assistance Center  
Free Tutoring  
384-6161  
<http://www.cerrocoso.edu/lac/>

Message to student:

This is a test

### **Other Services You May Find Helpful:**

Admissions and Records- 384-6357  
<http://www.cerrocoso.edu/student-services/admissions/>

Book Nook- 384-6352  
<http://www.cerrocoso.edu/bookstore/>

Financial Aid- 384-6221  
<http://www.cerrocoso.edu/student-services/financialaid/index.htm>

Special Services- 384-6250  
<http://www.cerrocoso.edu/special-services/>

**Letter will also include student's phone number, email address, mailing address and student id number for follow-up and tracking purposes.**