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:



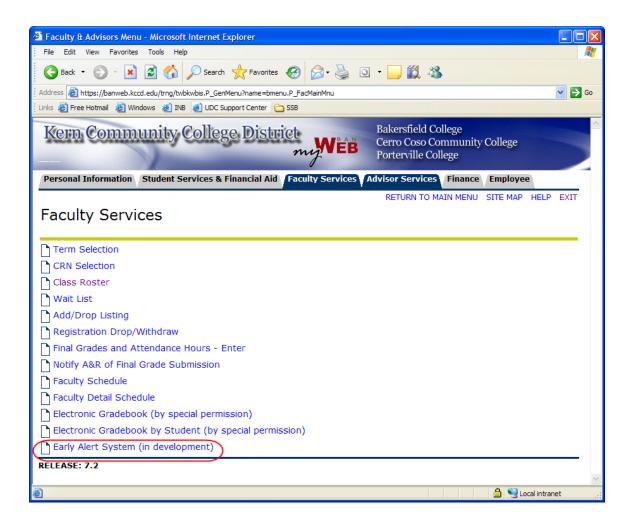
- 1. Go to
- 2. Login using your Cerro Coso email address and password
- 3. Select the Faculty tab
- 4. Select the Banner Self-Service link on the left
- 5. Select the Faculty & Advisors link
- 6. Select the "Early Alert System" menu option
- 7. Select the appropriate term
- 8. Select the appropriate 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.

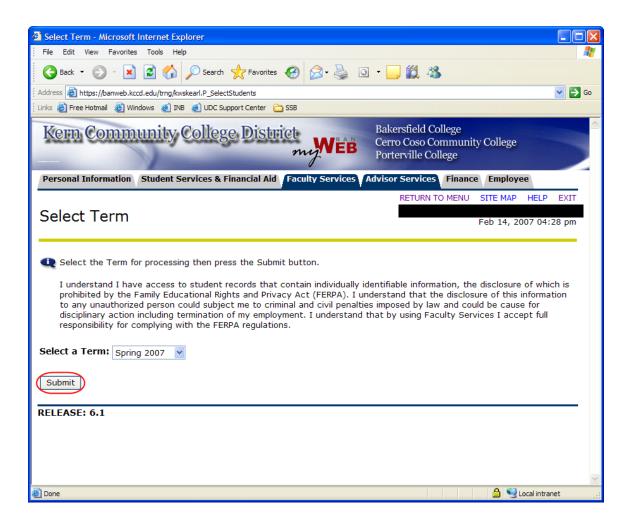
In response to the Early Alert Form you submit from this site, programs, such as counseling, tutoring services, and DSPS/EOPS, will follow up with the student to provide support services. The goal is to connect the student with support and services to improve retention and success!

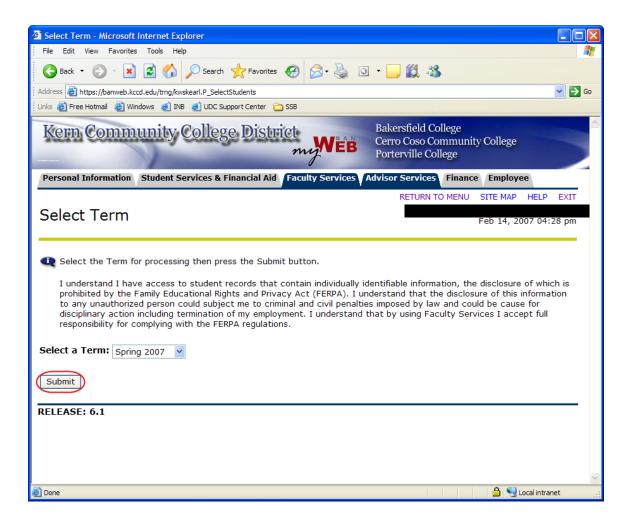
Thank you for taking the time to provide this important feedback and early intervention for these students!

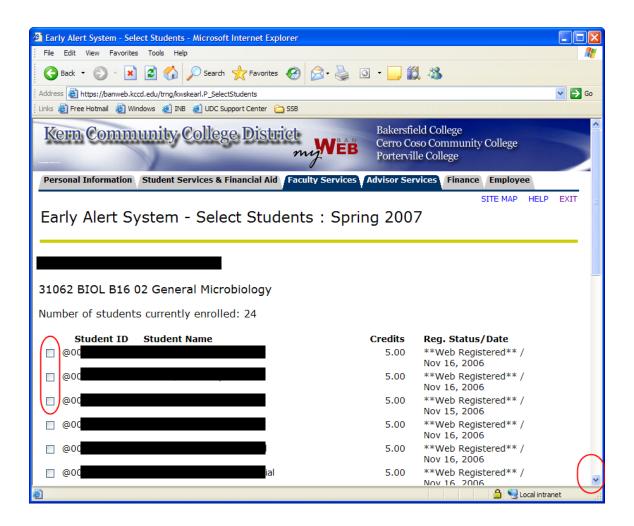
Please contact me if you have any questions about this process.

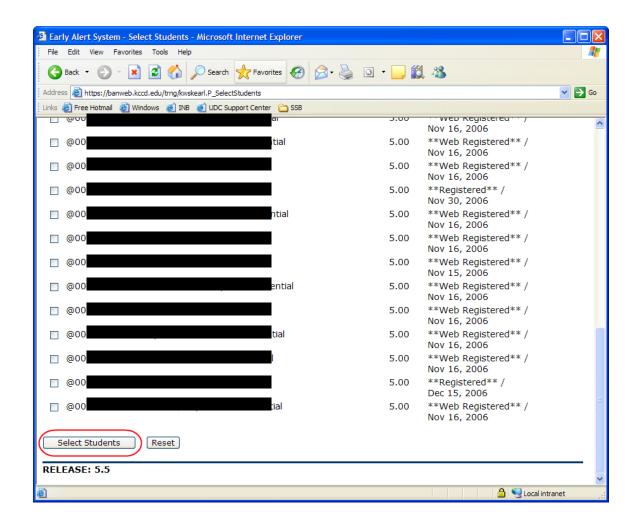
Amy Kennedy Educational Advisor <u>akennedy@cerrocoso.edu</u> 760-384-6219

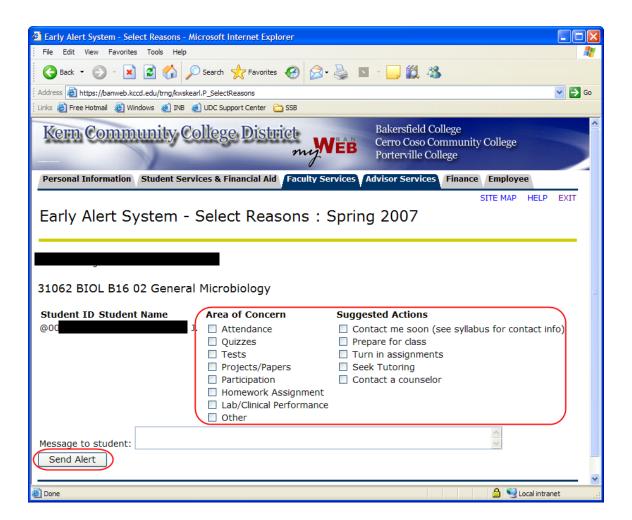












TEXT OF EMAIL:

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) 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/studentservices/admissions/

Book Nook- 384-6352

http://www.cerrocoso.edu/bookstore/

Financial Aid- 384-6221

http://www.cerrocoso.edu/studentservices/financialaid/index.htm

Special Services- 384-6250
http://www.cerrocoso.edu/specialservices/

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