## **Early Alert Intervention Process Diagram**

- Instructor identifies student who needs help (no later than 2<sup>nd</sup> week of the term) and complete form to be sent to CA via email.
- Instructor MUST add summary of his meeting with student on the form before emailing it to CA.

Instructor

## College Advisor (CA)

- CA must meets with student within 24 hrs of receiving the form
- Feedback of the meeting with the student & recommendations must be sent back to the instructor.

 Depending on the recommended service, the staff MUST communicate back to the CA and the Instructor about whatever service is been provided to students

Student Services (tutoring & Wellness Center)

## Follow Up

 CA, student services staff & the instructor must communicate with one another about students progress within a week after initiating the process.