Early Alert Program

Guide for Faculty Users
About the Early Alert Program

• Goals: increased retention and success
• Designed to identify students who may be at risk of academic difficulty or failure as early as possible.
• Assumes instructor has made an attempt to help a poor-performing student before making a referral.
• Web Link = madisoncollege.edu/in/early-alert-program
About the Early Alert Program

• Faculty are encouraged to make an Early Alert Program referral within seventy-two (72) hours after an unsuccessful response from student to initial inquiries.

• Once a student is referred to the Early Alert Program, the assigned Learning Success Advisor and/or appropriate academic support personnel will attempt to contact and work with the student in an effort to improve the student’s academic performance and opportunity for success at Madison College.
Make and Early Alert Program Referral

• Access your Faculty Center
  – Sign on to your myMadisonCollege account
  – Access your Faculty Center

Attention Faculty!
Access the [Faculty Center] through myMadisonCollege!

If you have accessed the Faculty Center in the past, you are all set to use this link. If you have not taken the FERPA quiz, log into Blackboard and take it now. You will be notified via email when your access is complete.

Incompletes - To grant:
  • Submit [Incomplete Request Form] (PDF, 868 KB) signed by student and instructor; and
  • Faculty issues "I" with Final Grades.

F1 and FX Grade Reminder - both F1 and FX translate to F grades for the student

FX - attended through end of term and earned a grade of F
F1 - attended at least one class but didn't complete the term
Make and Early Alert Program Referral

- In your Faculty Center, navigate to My Schedule
- Access your appropriate class roster by clicking the people icon
Make and Early Alert Program Referral

- Within your class roster, click **Early Alert** next to the student to refer
Make and Early Alert Program Referral

- Based on your selection from the class roster, the form will automatically complete
  - Student information
  - Instructor/class information
- Provide any additional contact info for student and your phone number
Make and Early Alert Program Referral

- Scroll and complete the remainder of the information to detail the reason(s) for the referral
- Be sure to indicate actions you have already taken
- To finish, click Submit Form
Make and Early Alert Program Referral

• Return to the breadcrumbs at the top of the panel and click **My Schedule** to submit a referral for another student.
After an Early Alert Referral is Submitted

- Submitted referrals are routed to Student Development Center Learning Success Advisors based on the student’s program.
- SDC Learning Success Advisors will follow up with you (typically within 1-2 business days) to acknowledge the referral and collect any additional details.
Additional Information

• Contact the Student Development Center
• (608) 246-6076
• Web Link = matcmadison.edu/in/early-alert-program
• Thank you for helping our students on their path to success.