

Early Academic  
Notification  
Program (EANP)

Timely Intervention  
for the Success  
of Our Students!



## *What is the purpose of the Early Academic Notification Program?*

The purpose of the Early Academic Notification Program is to serve as an avenue to connect students with services designed to support their academic progress.

*Academic and Career Advising* appreciates faculty help to identify those students who are having difficulty with attendance, low test scores, not turning in homework or other reasons.



## *When should I submit a notification?*

The *Academic and Career Advising* office starts accepting referrals after the last day to “add a class” until the last day to “withdraw” in the semester.

## *How do I refer a student?*

It is very convenient. The Early Academic Notification Program referral form is within the **MyPage** account.

- 1 Login to **MyPage**.
- 2 Click on the **Faculty Tab**.
- 3 In the left column of the Faculty portal, select the link called **“Early Alert.”**
- 4 Select the **course** from the drop down menu of courses you teach this term.
- 5 Select the **class** that has the student(s) you want to refer.
- 6 Select the **“reasons”** you are referring the students(s). (This information will not be on the student’s record.)
- 7 Select **“Submit Referral”** at the bottom.
- 8 Repeat the selection process for other students and classes.





### *What happens when I refer a student?*

An email is sent to the student alerting him/her that the instructor is concerned about his/her performance. The student is encouraged to contact the professor to discuss the class syllabus and class expectations. The student is also encouraged to meet with an academic and career advisor. If a student is referred again by the same professor, the student is contacted by either one of the multicultural advisors, the program advisor for the program the student has declared or a general advisor. The student is again encouraged to meet with the instructor and/or an advisor as necessary or invited to schedule an appointment with an advisor and discuss challenges, strategies and resources for academic success.

*Note:* When students are contacted by Academic Advisors, they are reminded of academic standards, learning support, tutoring resources and other student services resources that may be helpful for their academic success.

*Does this referral negatively impact a student's permanent record?*

No. The referral does not appear on the student's permanent record. Rather, it can be a very positive opportunity for students to find success by connecting with professors and with campus resources. Advising sees this as a learning opportunity for students on how to be successful in college.

*Will students feel singled out?*

No. *Academic and Career Advising* has carefully phrased the email to let students know they are being referred to Advising for help. We do not want the students to feel like we caught them doing something wrong. For this reason, we do not specify the referral cause (i.e. attendance, low test scores, overall performance in the class).

*May I refer a student more than once?*

Absolutely! If a student is referred multiple times we will send an email, make a phone call and invite the student to set up an advising appointment with one of our advisors.

## Suggested Syllabi Statement

We encourage faculty to place a statement on their syllabi indicating that they will refer students to *Academic and Career Advising* if needed. The statement may read as follows:

*Coordinated efforts for your success:*

The course instructor participates in the Early Academic Notification Program by referring students to Academic and Career Advising (A&CA) where the student needs additional resources or assistance. If a student demonstrates a need for additional resources, the student will be referred to A&CA.

## Contact Information

The Early Academic Notification Program is sponsored by *Academic and Career Advising*.

If you have any further questions, you can visit our website at [www.slcc.edu/academicadvising/academicstandards/early-academic-alert-notification.aspx](http://www.slcc.edu/academicadvising/academicstandards/early-academic-alert-notification.aspx) or contact:

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