

Academic Early Alert System

The Academic Alert system is an important student success and retention tool. Using the system demonstrates to students that we care about their success, and it provides them with the supports they need. It is a retention strategy intended to offer support when a student faces challenges.

Faculty are required to use the Academic Alert system to notify students' advisors early, and often, of concerns as the students' progress through their course work. The Academic Alert is not to be used for non-academic needs; use the CARE form for those needs.

Faculty must submit an early alert every day for the first two weeks of the semester for any student who is absent or does not participate. Student Success Advisors will contact their students and AVP Student Affairs will contact the students with a faculty advisor.

Starting the 3rd week of class, any student who was marked as Never Attended for census purposes no longer needs to have an alert submitted. For all other students, faculty should use the alert system as recommended above. Success Advisors and faculty advisors will reach out when a student receives an alert to see what assistance and support can be offered.

- Log in to myNSCC, faculty services, then Academic Alert Roster
- Choose the term, then the class/section of student reporting.
- Click the green plus sign next to the student's name
 - o Select one concern/issue
 - o Select one recommendation: discuss with instructor, make appointment with advisor
- Hit submit

A brief video that walks through how to use the Alert system is available here:
<https://drive.google.com/file/d/1sZIVm4Ix6a5fUDEd3tHBhUsApGPJxg8H/view>