

Early Alerts/Referral

Faculty are a valuable source for identifying student issues early such that our interventions can help keep a student from falling behind in their coursework. And our student success staff play a pivotal role in facilitating those interventions.

The table below summarizes the actions that occur for each early alert issued by faculty through the Slate Student Success Portal. Examples of emails sent to students are provided at the end of this document

ALERT	EMAIL	CASE
Academic: Academic Support	<ul style="list-style-type: none"> To student, references course information, provides academic success centers information To Academic Success Centers 	No case generated, auto-closed after email to student and ASC
Academic: Advising Needs	<ul style="list-style-type: none"> To student, references course To primary academic advisor 	Case opened to Academic Advising - primary advisor
Academic: At-Risk in Course/Low Grades	<ul style="list-style-type: none"> To student, references course information, refer to academic success centers or schedule advising appointment To primary advisor 	Case opened to Academic Advising - primary advisor
Academic: Attendance	<ul style="list-style-type: none"> To student, references course information 	No case generated, auto-closed after student email
Wellness – All Categories: <ul style="list-style-type: none"> - Family concerns - Food insecurity - Health/illness/injury - Housing insecurity - Mental health/emotional well-being 	<ul style="list-style-type: none"> To Student Advocacy and Wellness 	Case opened to Student Advocacy and Wellness
Career Exploration	<ul style="list-style-type: none"> To student referencing referrer To Career Services 	Case opened to Career Services – details managed through Handshake.
Financial	<ul style="list-style-type: none"> To Student Advocacy and Wellness 	Case opened to Student Advocacy and Wellness
Positive Alert	<ul style="list-style-type: none"> To student, with course reference 	No case generated, auto-closed after student email

For those alerts that generate a case (i.e., do not auto-close after sending a message to the student),

- 1) The person assigned to the alert case will **reach out to the student to offer assistance**.
- 2) In some instances, they may **refer the student to another office for specialized assistance**, such as Student Advocacy and Wellness, Academic Success Centers, Success Programs, or Enrollment Services or other support units.
- 3) When the case is resolved, whoever is assigned the case will **close the case**. Depending on the situation, notes on recommendations to the student may be sent to the faculty member. If so, these will be at a high, summary level to protect the privacy of the student.
- 4) Some cases may be **administratively closed** if the student cannot be reached, or the case is unresolved by the end of the term.

Early Alert Automated Student Email Samples

Attendance Issues

<Student>,

To ensure student success, Wright State uses an early alert system to reach out to students when an area of concern is noted. Your instructor issued an attendance alert for <Course>.

Class attendance is critical to academic success. Poor attendance can negatively impact your course grade. **Please reach out to your professor as soon as possible to ensure that you understand the attendance requirements in the course and to establish your participation in the course.**

We care about your success and want to help support you as a student, especially if something is affecting your ability to attend class. Please schedule an appointment with your academic advisor as soon as possible if you need to adjust your course schedule.

To schedule an advising appointment, click [here](#).

Sincerely,
Amelia Salazar, Ed.D.
Vice President, Student Success

At-Risk in Course/Low Grade(s)

<Student>,

To ensure student success, Wright State is using an early alert system to reach out to students to provide support. Your instructor, <Instructor Name> is concerned about your academic progress in <Course>. Course assignments are an opportunity to apply course material and get feedback from your instructor.

Your academic advisor and success coach can help you get back on track and provide resources to successfully complete the course. Please note: only your instructor can provide you information on your current grade and/or missing assignments.

If you need to meet with your advisor, you can schedule an appointment to create a plan for your academic success or make changes to your schedule or plan of study.

To schedule an advising appointment, click [here](#).

Also, on the Dayton Campus, the Academic Success Centers in SC 122 offer many resources for help, including Tutoring Services, the University Writing Center, and the Math Learning Center. Make an appointment for these service by clicking [here](#).

Sincerely,
Amelia Salazar, Ed.D.
Vice President, Student Success

Academic Support

<Student>,

To ensure student success, Wright State is using an early alert system to reach out to students to provide support. Your instructor, <Instructor Name> is concerned about your academic progress in <Course>.

We're here to help! Did you know that the Academic Success Centers offer both online and face-to-face support for your coursework?

[The Math Learning Center](#) offers support for your math work by walk-in and appointment. To learn more about how to [make an appointment](#) in the Math Learning Center or see the courses we support and when our math tutors are available, visit our website.

[The University Writing Center](#) offers support for any writing you're doing in any course, by walk-in and appointment. To make a 1-hour appointment with a Writing Coach, fill out the request form in your [Student Success Portal](#).

[Tutoring Services](#) offers Tutoring and Supplemental Instruction for many courses. See our website for the courses we offer tutoring for, and to fill out the request form in your [Student Success Portal](#).

[Supplemental Instruction \(SI\)](#) is offered face-to-face and online. See our website for the current SI courses and session schedule.

[Peer Academic Coaching](#) provides support for study and course-management skills and is offered on a walk-in and appointment basis.

Whether you're online or on campus, don't be a stranger and come visit the Academic Success Centers today! Call 937-775-5770 or visit us in 122 SC.

Sincerely,
Amelia Salazar, Ed.D.
Vice President, Student Success

Career Exploration

<Student>,

To ensure student success, Wright State is using an early alert system to reach out to students to provide support. <Referrer> has suggested that meeting with a career consultant in Career Services might be beneficial for you.

Your career consultant can help with all career-related decisions such as: major selection, researching what you can do with your major, internship and job search needs, etc.

If you need to meet with your career consultant, schedule your Career Services appointment [online](#).

Thank you,

Career Services Team

Positive Alert

<Student>,

Just a quick note to recognize that <Instructor> let us know that you are doing a great job in <Course>.

Your hard work has not gone unnoticed; keep up the good work!

Sincerely,
Amelia Salazar, Ed.D.
Vice President, Student Success