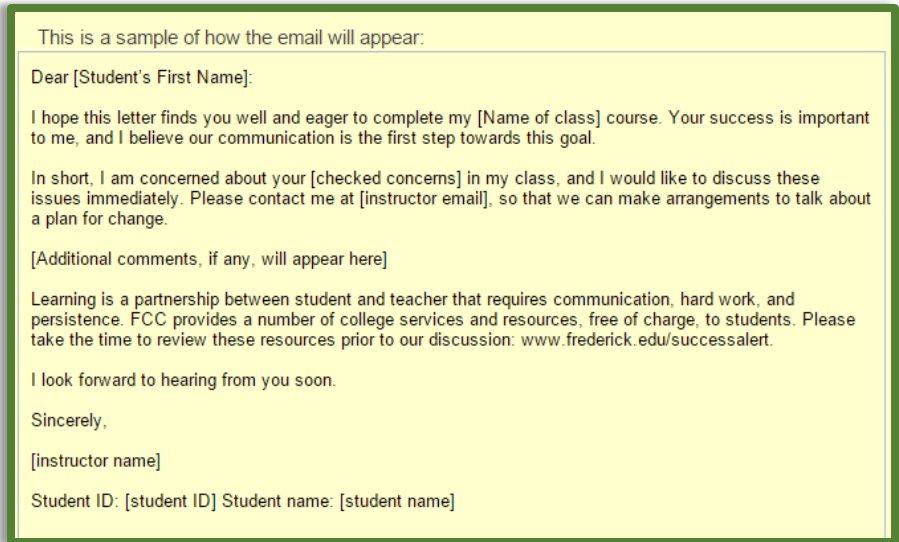


How-to Guide for the Student Success Alert Studentsuccessalert@frederick.edu

What is the Student Success Alert?

When you have concerns about a student’s attendance, grades, class participation, incomplete/missing assignments, and/or quality of work submitted, you are strongly encouraged to send a Student Success Alert through PeopleSoft. The alert will send a **personalized electronic letter** to students’ MyFCC email account that:

- Notes the concerns you have identified on the Student Success Alert form.
- Encourages the student to meet with you to discuss success strategies.
- Links to a web page of academic and support services and resources.
<http://www.frederick.edu/student-resources/student-success-alert.aspx>
- Alerts an advisor or other FCC staff that the student is “at-risk,” which prompts other support services to be enacted.
- Generates a copy sent to your email for your records.



Why Should I Use Student Success Alerts?

The alert invites struggling students to have a conversation with you. Why? Because early and direct interaction between struggling students and the faculty who teach them is a proven, effective means for encouraging students to improve, persist in, and complete their courses and degrees. Plus, the alert system prompts other FCC support services to reach out to some struggling students. Email Studentsuccessalert@frederick.edu with any questions or concerns.

When Do I Use It?

Early intervention is key so students have time to implement success strategies. The chart below offers suggestions for timing the alert:

Issues Which Could Prompt Early Alert	15-Week Session	7-Week Session	8-Week Session
Student never participated in course activities but is still enrolled	By week 2	By week 1	By week 1
Sporadic attendance and/or participation	By week 3	By week 2	By week 2
Ongoing poor performance, participation, grades as of current date	By week 6	By week 3	By weeks 3-4
Approaching the end of the semester and/or the last day to withdraw; concern over student’s ability to earn passing grade and/or complete the course	By weeks 9-10	By weeks 4-5	By week 5

How Do I Send a Student Success Alert?

1. Login into **PeopleSoft** and go to your **Class Roster**.
2. Click on the **Attendance Roster** tab located on the top-right of the screen.
3. If the **Term** code is not listed, type in the code for the current term.
4. Click the **Search** button. This will produce a list of the courses you are teaching. Click on the course you would like to view.
5. The **Attendance (Fin. Aid) and Student Success Alert Roster** will open for the selected course. Click **Student Success Alert** for the student.
6. Check off the concern(s) you want noted in the Student Success Alert letter.
7. Write additional comments to be included in the letter as you deem appropriate.
8. Click **Send Email**. **[You should receive an email copy.]**

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Studentsuccessalert@frederick.edu

Student Success Alert

Instructor ID 1000825 Harris II, James R **Date** 02/12/2015

Student ID [REDACTED]

Term 2109

Class Nbr 1183 **Session** Regular **Class 1 Section**

Please identify the basis of your concern:

- Attendance
- Incomplete/Missing Assignments
- Test / Quiz Grades
- Quality of Work Submitted
- Class Participation

Additional Comments

This is a sample of how the email will appear:

Dear [Student's First Name]:

I hope this letter finds you well and eager to complete my [Name of class] course. Your success is important to me, and I believe our communication is the first step towards this goal.

In short, I am concerned about your [checked concerns] in my class, and I would like to discuss these issues immediately. Please contact me at [instructor email], so that we can make arrangements to talk about a plan for change.

[Additional comments, if any, will appear here]

Learning is a partnership between student and teacher that requires communication, hard work, and persistence. FCC provides a number of college services and resources, free of charge, to students. Please take the time to review these resources prior to our discussion: www.frederick.edu/successalert.

I look forward to hearing from you soon.

Sincerely,

[Instructor name]

Student ID: [student ID] Student name: [student name]