Faculty Guidelines for Early Alert 2011-2012
The Early Alert system will be available on Banner Self-Service/Faculty Services beginning the second week of class, after Enrollment Validation is complete. Please do not use Early Alert to report student absences on the first day of class.

Students referred through Early Alert will receive an e-mail notifying them of the referral and recommending that they contact their instructor (you) immediately, contact their academic advisor, and/or contact the Student Success Center if they need academic assistance or resources. Early Alert faculty members will review all referrals and attempt to make personal contact.

For additional information or if you have questions about when or how to make a referral, please contact Patrick Streck at extension 8310 or pstreck@ucmo.edu.

To access the Early Alert System on Banner
To make a referral to Early Alert:
• Open Self-Service Banner (SSB)
• Log in to Secure Area
• Select Faculty Services tab
• Select Term Selection
• Select Term
• Select Early Alert System link

The Early Alert referral form automatically includes
• your name, e-mail address, and department
• a drop down list of your courses from which to select
• a drop down list of students (names and 700 numbers) in the course selected from which to choose
• a list of reasons for the referral
• a drop down calendar to indicate last day student attended
• a comment box
• a link to return to the form to submit an additional referral
• an automatic e-mail to the student indicating that a referral has been made.

If you have questions about the Early Alert program, please contact Patrick Streck at extension 8310 or pstreck@ucmo.edu.