Early Alert Program Timeline
Fall Semester 2009
August 31 through October 27

Week of August 24 through 28
Instructors introduce Early Alert program, included on the course syllabus
Counselors and instructors to set up time for classroom visit during the second week class

Week of August 31 through September 4
Counselor visitations in classroom supporting Early Alert program
Counselors request student contact information, personal goal statement and invite students for individual counseling appointments
Counselors distribute and collect pre-Early Alert survey
SARS Early Alert Referral system available August 31

Weeks of September 7 through September 25
All Early Alert students encouraged to visit counselors for individual appointments

September 14
Last day to withdraw from classes without “W” grade (erase), and receive 50% tuition refund

Week of September 14 through September 18
Encourage instructors to provide all Early Alert students an academic progress check and to include positive feedback through SARS regarding accomplishment if earned

Week of October 19 through October 23
Encourage a progress check from instructors for selected Early Alert students before the withdrawal deadline

October 27
Early Alert period closed
Last day for dropping semester long courses and for complete withdrawal

October 30
All Early Alert “satisfaction notices” from faculty need to be completed through SARS
“Talk Story” meeting scheduled to review the Early Alert program

Week of November 2 through November 13
Students in Early Alert classes will be encouraged to meet with counselors for pre-registration support for the Spring 2010 semester