

# What Is The Early Alert Referral System?

The Early Alert Referral System is part of the Student Success Initiative at ENMU-Ruidoso. The system is a computerized retention program that puts students in contact with the appropriate internal and external resources to assist them in meeting their educational goals. This system is designed to improve the communication between students, faculty members and student advisors concerning students at risk of failing their courses by initiating a process to remove whatever barriers exist between the student and their goals.

ENMU-Ruidoso is committed to the retention and graduation of its students and strives to provide a learning environment that is conducive to student success. The Early Alert Referral System has been put into place to help ensure that every student is able to take full advantage of the educational opportunities available at ENMU-Ruidoso.

Contacting students early greatly enhances their chances for success in class and college. ***However, intervention at any time is critical and this procedure is not intended as a substitute for the instructor to inform students of their academic progress.*** Advisors will encourage students to speak with their instructors, as well as refer them to campus services or external resources for assistance.

## The Process:

Instructors initiate the Early Alert process by completing a simple online form available at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu). Select Faculty/Staff > Faculty Resources > Forms & Docs > Early Alert Form on the navigation bar at the top of the home page. Completing and submitting this form triggers the following events:

1. The instructor receives immediate confirmation that the form was received.
2. Student advisors check the Early Alert mailbox every morning.
3. Student advisors immediately notify the student by phone and email that an instructor is concerned about their academic progress. A letter is also prepared and mailed to the student at the address on file.
4. Students are directed to schedule an appointment as soon as possible with an advisor to discuss the instructor's concerns.
5. The student and the advisor agree upon a plan to remedy the cause for the early alert.
6. Basic (non-confidential) information is entered into an Early Alert Data Base to be used by faculty and staff to plan future improvements to the quality of instruction and services provided to ENMU-Ruidoso students.
7. The Advising Center sends an email to the referring instructor and the student outlining the prescribed actions.

***Ultimately, it is the student's responsibility to follow up and take advantage of the resources and referrals made available to them.***