

HOLYOKE COMMUNITY COLLEGE
EARLY ALERT NOTICE

This form should be completed prior to the fifth week of class.

Student Name: _____ Student I.D. #: _____

Course Name: _____ Course Number/Section: _____

The College wants to provide you with the assistance necessary to succeed. I am concerned about your progress in the course so far, and urge you to take the step(s) indicated below immediately:

Reason for Concern:

The grade you earned on the last quiz/assignment was not satisfactory:

Date: _____

Grade: _____

You have had two or more absences:

Dates: _____

WARNING: You are in danger of being administratively withdrawn (AW) due to excessive absences.

Recommended Action(s):

Please see me after class or during office hours by _____ (DATE)

Office #: _____ Phone: _____

Visit the Center for Academic Support for tutoring (DON244, ext. 2584) by _____ (DATE)

Bring your assignments to the Writing Center (DON238) or the Math Center (DON246) for assistance- no appointment necessary (9:00 a.m. - 4:00 p.m.)

Schedule a meeting with a college advisor (FR273, ext. 2138) by _____ (DATE)

Contact the Office for Students with Disabilities (DON147, ext. 2417) by _____ (DATE)

Contact the ESL Support Program (DON203, ext. 2553/2234) by _____ (DATE)

Other: _____

Comments: _____

Instructor Name: _____ Date: _____

Student: Please take this form with you to the location noted above

Pink Copy ⇨ TO BE COMPLETED BY OFFICE TO WHICH STUDENT WAS REFERRED: ⇩

Did the student come for help by date indicated? Yes No

Return to Faculty Member if Appropriate

Copies: ★ White: *Student* ★ Yellow: *Faculty* ★ Pink: *Referred Office*