

### Spring 2024 Important Information for Faculty

#### **Late Add Course Request Process**

- o The Late Add Course Request Process starts **Tuesday, January 30, 2024**
- o Please provide the form attached to this email to students interested in submitting a late add course request.
- o Student should complete the top section of the form and then email it back to the instructor.
- o The instructor then completes their section of the form and forwards it to the respective Division Dean, for approval/denial to late add.
- o The Dean's approval is required for Admissions and Records to late-add the student to your class.
- o If approved, the Dean will forward the approved form to Vivien Huynh (contact: [huynhv@smccd.edu](mailto:huynhv@smccd.edu)) to process. Vivien will then email an updated class schedule bill to the student. To confirm enrollment, you should check your roster daily.

**Please Note:** Per **Title 5** of the California Code of Regulation (§ 58004), under no circumstances will a student be allowed to enroll in a class after Census Day. All late adds must be approved by the Division Dean and or Vice President.

#### **Early Alert**

The Early Alert Program is designed to assist students who may be experiencing academic or personal difficulties and provide strategies and campus resources to help them succeed at San Mateo County Community College District (SMCCCD).

A key component of the Early Alert Program is to exhibit a team effort between faculty (counseling and instructional), administrators, and support staff at the college to provide early intervention to students who may need additional assistance to be successful in their courses. The program also provides Counseling support to Early Alert students and follow up communication with faculty.

Faculty may put an alert on a student any time after the start date of the course through the 75% cutoff date. Once Early Alert Team receives the alert, a counselor and/or the retention specialist will reach out the student and will make the appropriate referrals.

#### **How to send an Early Alert?**

A step-by-step video guide for how to complete an Early Alert in CANVAS (as well as additional information about the Early Alert Program) can be found on the district website here: <https://smccd.edu/earlyalerts/>