

Early alert steps provided by the Admissions and Records office:

#### HOW TO CONTACT STUDENTS WHO NEED EARLY INTERVENTION USING WEBSMART

Faculty may put an alert on a student anytime after the start date of the course through the 75% cutoff date which is the last day to withdraw with a W for the course.

E-mails will be sent to students notifying them of the alert and to the Counseling Department.

Once counseling 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 ALERT

- Log on to WebSmart
- To access early alert, select “Detailed Class List/Send Early Alert” from Faculty Services menu
- Select a term
- Select the course reference number
- To designate a student as needing an alert, click in the Alert column next to the student’s ID number
- Select one or more alert types: Academic Progress, Attendance, Work Quality and/or Homework. You may also enter a comment that only a counselor will see, or an additional comment to the student, then SUBMIT

Nadya Sigona is the counselor in charge of receiving these alerts. If you would like to follow-up, you can email Nadya directly at [sigonan@smccd.edu](mailto:sigonan@smccd.edu)