



THE UNIVERSITY OF WINNIPEG

Academic and Career Services

Early Alert Program

Frequently Asked Questions - Faculty and Staff

1. *Why was the Early Alert Program developed?*

The Early Alert Program was developed to enhance supports for students who are struggling academically. The program provides a crucial link between instructors who witness student performance first-hand, and Student Success Advisors who can provide essential resources to support student success. Early Alert Programs are well-established at many other Universities across North America and have proven to be very effective and well-received by students, faculty, and staff.

2. *How does the Early Alert program work?*

Each term, all Instructors will be asked to fill out an electronic Early Alert form. This will take place at the halfway point for Fall, Fall/Winter, Winter and Spring term courses.

Instructors will be asked to identify students who have not been attending classes, or have missed tests/assignments or who have poor academic performance.

Upon receipt of the Early Alert form, Student Success Advisors will reach out to students who have been identified as displaying at-risk behaviours and work with them on problem-solving and academic strategies, while connecting them to other available resources as needed - such as Tutoring Services, Student Wellness, International, Immigrant and Refugee Student Services and Aboriginal Student Services.

3. *What is the role of the Instructor in the Early Alert Program?*

Instructors have the most consistent contact with students on campus. They are in a unique position to be able to observe and identify behaviours associated with at-risk students. The Early Alert Program gives Instructors a formalized process by which to assist Student Success Advisors in identifying students who may benefit from intervention and additional supports.



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4. *What is the role of a Student Success Advisor?*

Student Success Advisors work within Academic and Career Services. They have similar responsibilities to Academic Advisors but they specialize in reaching out to students who are struggling academically and work with them to create academic plans suited to their individual needs. They also refer students to academic supports and resources on and off-campus such as the Tutoring Centre, the Student Wellness Centre, Accessibility Services, IIRSS, and ASSC. Student Success Advisors also facilitate skill-building sessions, such as the Study Skills Workshop series.

5. *How does Early Alert affect student privacy?*

Information about students will be restricted to the Early Alert team including Student Success Advisors who will be coordinating information and conducting the outreach with the student. All records are confidential and only shared with the individuals who are directly supporting the student.

Students, faculty, and staff who have privacy concerns should contact the Student Success Advisors at studentsuccess@uwinnipeg.ca

6. *Does the Early Alert program affect students' academic records or decisions related to funding or academic status?*

Information that is associated with Early Alert will not affect the students' academic record including their academic status or decisions related to funding. Information associated with Early Alert is not accessible to anyone other than authorized personnel involved in supporting the student.

7. *What if students have concerns that Early Alert could have a negative effect on them?*

The Early Alert program was created to improve academic supports for students at the University of Winnipeg. Student Success Advisors aim to help students succeed and flourish as they move forward with their academics. The Early Alert program enhances the ability of faculty and staff to look out for the wellbeing of students and connect with those who may benefit from support.

The Early Alert program is not meant to be a disciplinary program. Students have the right to accept or decline the support being offered.



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8. Does *Early Alert* replace the *Class Roster sheet*?

At this point in time, the Early Alert Program does not replace the Class Roster Issue sheet that instructors submit mid-term. The Early Alert Program is intended to facilitate support and academic skill development for students, with the goal of helping students persist in their studies and enhance their academic success.

9. *Will the student be aware I referred them?*

Yes. While we don't focus on the source of the referral, we will disclose to students why we contacted them, if asked.