

ENROLLMENT VERIFICATION AND STUDENT SUPPORT REFERRALS (UG & GR) | A GUIDE FOR FACULTY

	ENROLLMENT VERIFICATION	EARLY ALERT	REFERRALS TO CENTER FOR LEARNING & ACADEMIC SUCCESS (CLAS)	CARES REFERRAL
PURPOSE	To confirm a student's attendance in <u>all</u> enrolled courses during the term.	To identify students who may be struggling early in the semester (Early Alert is only applicable to undergraduate students)	To connect students who are not doing well academically to academic coaching and/or tutoring	For students who appear to be struggling, and/or not engaged. To connect students with the most appropriate resources both on and off campus, fostering academic and personal success.
TIMELINE	Week 3 of the fall and spring semester, and summer sessions	Weeks 4-6 of the fall and spring semester	Anytime in the semester	Anytime*
REASONS TO USE THIS	Student has <i>never</i> attended class	<p>Student is missing assignments or needs time management support, or has been absent from class for two+ weeks without any communication;</p> <p>Student is demonstrating difficulty with understanding course materials or concepts and would benefit from individual content tutoring, study groups, writing support, or English language services</p>		Student is experiencing an extenuating circumstance that is impacting their academic success; student does not attend class regularly; student's behavior negatively impacts the community (i.e. classroom) or the rights of others; student has a personal, financial, or family concern that may be interfering with their role as a student.
PROCESS	Faculty receive email from URO regarding deadline and instructions on how to submit enrollment confirmation. Faculty access Enrollment Confirmation in WebAdvisor to indicate if a student has <i>never</i> attended any class or no other evidence of class attendance.	Faculty receive an email from the Center for Learning & Academic Success (CLAS) with a link to their roster where they submit their Early Alerts.	Faculty can submit a referral at any time in the semester through EAB Navigate	Faculty can submit a CARE referral form by visiting the Suffolk CARES webpage or accessing the form here .
DEPARTMENT	Registrar's Office	Center for Learning and Academic Success (CLAS)	Center for Learning and Academic Success (CLAS)	Suffolk CARES and Student Support
CONTACT	Alison Sherman , University Registrar	Orla Downey , Director	Orla Downey , Director (Coaching) Jamie Bondar , Director (Tutoring)	Doreen Floyd , Director
ONLINE ACCESS	Faculty WebAdvisor	Early Alert – program description and instructions	Instructions on how to Make a Referral in EAB Navigate	Information on how to submit a CARE referral form