

## **Early Intervention**

This is a university-wide early alert program designed to inform students of help they may need for courses in which they are enrolled. Each fall and spring, faculty are encouraged to report students who are not attending or who are having academic or other difficulties.

This program is housed in the Center for Academic Retention and enhancement Services (CARES):

<http://www.memphis.edu/cares/intervention.php>

After a report is submitted by a faculty member, the student receives an e-mail with suggestions for help (ESP, counseling, etc.) and the name of the student's advisor is included if the advisor's name has been entered on SGAADVR.

The Director of Advising in our college receives a list of students who were reported the day before, which she sends to the appropriate advisors.

The Early Intervention Alerts can be accessed through True Blue Life Admin, located on the Advising and Employee pages in myMemphis.

Instructions for accessing the Early Intervention program can be found here:

<http://www.memphis.edu/advising/advisors/earlyintervention.php>

A list of referrals for advisors to use with students can be found here:

[http://umdrive.memphis.edu/pakrech/Early\\_Intervention/Early Intervention Resource List.doc](http://umdrive.memphis.edu/pakrech/Early_Intervention/Early_Intervention_Resource_List.doc)

Best practices:

Even though the student receives an e-mail from the Early Intervention process, it is recommended that the advisor e-mail or call the student to follow up and suggest ways the student may seek help for a course or determine if something is causing absences.

The advisor can use True Blue Life Admin to document any findings or conversations with the student.

At the very least, the advisor should note the Early Intervention report to be able to follow up with the student at the next appointment.