Early Alert Referral

The Early Referral system is designed to allow faculty and staff who interface closest with a student to identify and help resolve situations that may interfere with the student’s ability to perform his/her schoolwork and have a successful quarter. **Please complete this form and send/deliver to Academic Advising, located in the Old Main Building second floor or via email to one of the Academic Advisors.**

Student’s Name: ____________________________

Available contact info for student: email: ____________________________ Cell#: ____________________________

Course Number and Name (if applicable) ____________________________

Have you previously notified Academic Advising that a situation exists? □ Yes □ No

**Areas of Concern and Reason for Referral** (Check all that apply):

**Absences**

□ never attended this course
□ irregular attendance
□ attended regularly, but suddenly attendance is irregular or has stopped

**Academic**

□ test anxiety
□ study skills
□ writing skills
□ lacks adequate preparation for the course level

**Financial**

□ Student working excessive hours for course load
□ Student has insufficient resources to cover college costs

**Personal**

□ Student seems troubled/ depressed/ anxious/ stressed
□ Student was doing well, but recently there has been a change
□ Student was participatory, pleasant, etc., but has recently become quiet/ withdrawn/ inattentive
□ Student’s health is compromised (e.g., surgery, weight loss/gain, suspected drug/alcohol abuse)

Other (please specify or attach sheet with additional information): ____________________________________________

__________________________________________

**Referring Individual:** ____________________________

_________ Printed Name ____________________________

__________________________

Signature

Email Address

Phone Number

**Academic Advising Only**

Date Referred: ________________

Advisor: ______________________

Student Contacted: Yes_______ No_______

Date Contacted: ________________

Advisor Signature ________________ Date: ________________

Services Recommended: ______________________________________

____________________________________

____________________________________
The goal of the Academic Advisor is to provide the student with the best possible support in which to achieve academic success while attending NewSchool of Architecture & Design. Specific duties of the academic advisors are:

- To assist in building quarter schedules with appropriate courses that move students along their program outline in a logical and timely fashion.
- To support students who request accommodations for a disability, guiding students through the process and providing services to students who qualify.
- To advocate for the student with faculty and other staff members.
- To align with all student services offices on campus to provide a network of support and information essential to increase academic success and preserve the physical, emotional, and spiritual well-being of the student.
- To work in conjunction with the Department Chair and the Registrar in regard to the institutional issues of probation and retention.

Please refer to Early Alert form on the reverse side.