

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- ___ Student was participatory, pleasant, etc., but has recently become quiet/ withdrawn/ inattentive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)

Disability

- ___ Student receives ADA accommodations

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

Referring Individual: _____

Printed Name

Signature

Email Address

Phone Number

Academic Advising Only

Services Recommended: _____

Date Referred: _____

Advisor: _____

Student Contacted: Yes _____ No _____

Date Contacted: _____

Advisor Signature _____ Date: _____

Prisca Bermudez
Academic Advising, Manager
619-684-3033

pbermudez@newschoolarch.edu

Rose Cook
Academic Advisor
619-68768

rcook@newschoolarch.edu

Carrie Perez
Disability Services Coordinator
619-684-8829

cperez3@newschoolarch.edu

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 Dean of Student Affairs and the Registrar in regard to the institutional issues of probation and retention.

Please refer to Early Alert form on the reverse side.