

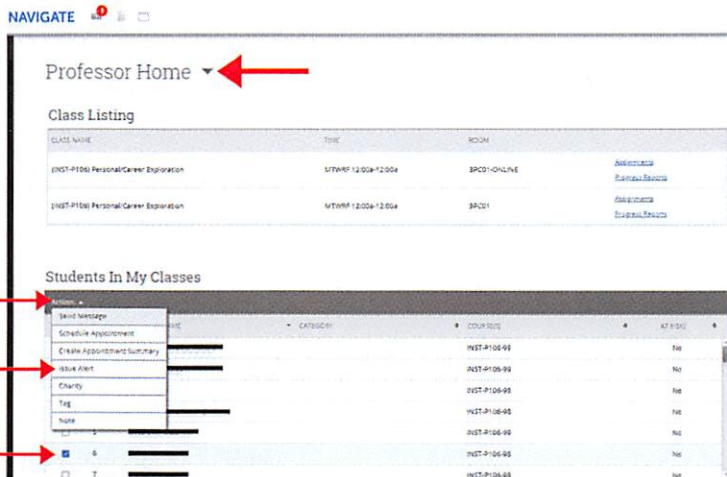
EARLY ALERT PROGRAM



FALL 2019

Porterville College Early Alert Program allows faculty to connect students with the Early Alert Advisor and Counselor to address academic and personal challenges.

Refer students via Navigate in three steps!



Step 1: Log in to Inside PC and click on Navigate (Staff/Faculty) under the Tools tab. Ensure that "Professor Home" is listed on the top left corner.

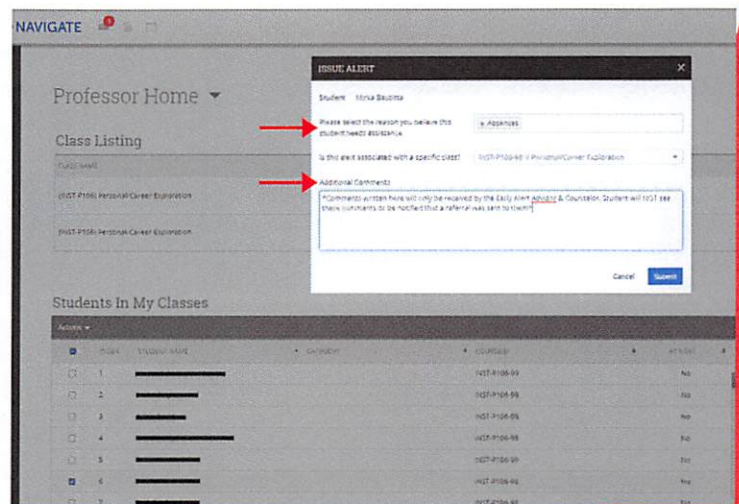
- If you do not see Professor Home, click the down arrow to change your home setting.

The student roster for your courses will populate under the "Students In My Classes" section. To issue a referral, you click on the student you wish to refer, click "Actions," then click "Issue Alert."

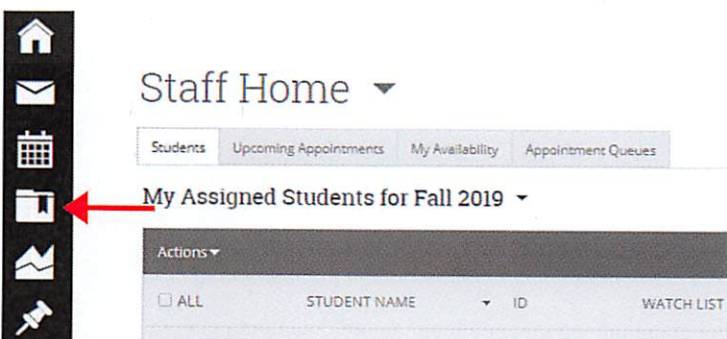
NOTE: You are only able to send one referral at a time.

Step 2: Select the reason for the referral and include additional comments for the counselor and advisor.

- The student will NOT receive the additional comments or notification of the alert.



The Early Alert Staff will then contact the student to set up an appointment to assist with counseling and support services that address the student's needs.



Step 3: Track the outcome of the appointment by logging in to Navigate and clicking the "Cases" tab to view the case history.

Contact the Early Alert Staff for questions
 Patty Serrato, Counselor - 559.791.2376
 Jackie Escareno, Advisor - 559.791.2244