

Early Warning Notice Script Fall 2007

Hello, this is _____ calling from the Academic Advising and Support Center at Dominican. I'm checking in with you today/tonight because one/some of your instructors has reported that you are having difficulty in _____. Do you have a few minutes to chat about that? *If not:* When would be a good time to call back?

(ATT) *If instructor indicates ATTENDANCE as problematic:*

Your instructor reports that you are not attending class. How would you describe your attendance in _____?

Possible talking points:

- *Student reports s/he intends to drop the class:* Do you know the procedure for dropping a class? Referral to Registrar's office. Be sure to consult your advisor or someone in the Advising office, to make sure you will not drop below full-time status. (*See "Services for Students" handout.*)
- *Student wants to stay in class and needs help catching up:* Be sure to meet with your instructor to find out what it will take to catch up. How can you get notes and find out about what you have missed? What is your plan for catching up? Would it help to work with a tutor? Check with your instructor to see if s/he offers extra credit.
- *Student reports personal issues that are interfering with attendance:* Do you have someone to talk to about these issues? *If not:* Are you aware of the services offered by our University Counseling program? (*See "Services for Students" handout.*)
- *Work hours:* Tell me about your job. Can you adjust your hours?
- *Early morning class:* Would you describe yourself as more of a morning person or more of an evening person? Are you getting enough sleep? Can you think of some ways to help yourself get up in time?

(HW) *If instructor indicates HOMEWORK ASSIGNMENTS as problematic:*

Your instructor reports that you are behind in homework for _____. What assignments are you missing?

Possible talking points:

- Have you purchased all the books you need for your classes? *If not:* Can you arrange to borrow or share the book with a friend until you are able to buy one? Sometimes instructors have extra desk copies—if you let the instructor know, s/he may be able to lend you one. It would also be smart to check in with the Financial Aid office to be sure all your aid has come through.
- Be sure to meet with your instructor to see if s/he will accept late assignments.
- Check with your instructor to see if s/he offers extra credit.
- What will it take to catch up? What is your plan for accomplishing that?
- *Student reports personal issues that are interfering with studies:* Do you have someone to talk to about these issues? *If not:* Are you aware of the services offered by our University Counseling program? (See “Services for Students” *handout.*)

(PERF) *If instructor indicates class PERFORMANCE as problematic:*

Your instructor is concerned about your performance in _____. How would you describe your performance in that class?

Possible talking points:

- Have you met with your instructor to find out his/her recommendations for improvement? Did you find out what opportunities there are to bring up your grade, e.g., future quizzes/exams, extra credit. *If not:* Can you make a commitment to setting up an appointment with your instructor during office hours to talk about those issues?
- Are you attending all classes on time? Are you fully prepared for each class? Are you keeping up with your assignments? *If so:* What do you think you will need to do *If not:* What will it take for you to achieve better attendance and preparation?
- *Student reports personal issues that are interfering with studies:* Do you have someone to talk to about these issues? *If not:* Are you aware of the services offered by our University Counseling program? (See “Services for Students” *handout.*)
- Tutoring referral (See “Services for Students” *handout.*)

- Workshop referrals (*See workshop schedule*)
- Have you purchased all the books you need for your classes? *If not:* Can you arrange to borrow or share the book with a friend until you are able to buy one? Sometimes instructors have extra desk copies—if you let the instructor know, s/he may be able to lend you one. It would also be smart to check in with the Financial Aid office to be sure all your aid has come through.

(CONT) *If instructor indicates UNDERSTANDING OF COURSE CONTENT as problematic:*

Your instructor is concerned that you are having a hard time understanding the material.

Can you tell me more about that?

- Have you met with your instructor to find out his/her recommendations for improvement? Did you find out what opportunities there are to bring up your grade, e.g., future quizzes/exams, extra credit. *If not:* Can you make a commitment to setting up an appointment with your instructor during office hours to talk about those issues?
- Are you attending all classes on time? Are you fully prepared for each class? Are you keeping up with your assignments? If so: What do you think you will need to do *If not:* What will it take for you to achieve better attendance and preparation?
- Tutoring referral (see instruction sheet)
- Workshop referrals (see workshop schedule)
- Have you purchased all the books you need for your classes? *If not:* Can you arrange to borrow or share the book with a friend until you are able to buy one? Sometimes instructors have extra desk copies—if you let the instructor know, s/he may be able to lend you one. It would also be smart to check in with the Financial Aid office to be sure all your aid has come through.

(PART) If instructor indicates CLASS PARTICIPATION as problematic: Your instructor reports that you do not participate in class discussions. What do you think “participation” means?

- *Bored:* How do you think you can make the class more interesting for yourself? How would it be if you sat in the front row?
- *Embarrassed:* Do you think other students might have the same questions as you do?
- *Shy, reticent:* Do you think other students might also be shy? What about making a commitment to one comment per class session—it can be a question you have, or an answer to a question the instructor asks, or simply a comment on the class material. How would that be for you?
- *Tired:* Are you getting enough sleep? How would it be if you sat in the front row?
- Are you fully prepared for each class? Are you keeping up with your assignments?
- Have you purchased all the books you need for your classes? *If not:* Can you arrange to borrow or share the book with a friend until you are able to buy one? Sometimes instructors have extra desk copies—if you let the instructor know, s/he may be able to lend you one. It would also be smart to check in with the Financial Aid office to be sure all your aid has come through.