

## How to use the Retention SLIPP system 😊



## Early Alert Referral System

**Please Log In**

User Name

Password

This is a screenshot of the LOGIN screen for <http://sars.crowder.edu>

Username: FirstnameLastname ... for example: MICKEYMOUSE (the system will automatically capitalize everything for you)

Password: Employee ID number as it is in Jenzabar

\*\*\*any problems with this login, please contact [helenhale@crowder.edu](mailto:helenhale@crowder.edu) 417-455-5624\*\*\*

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### SLIPP Early Alert Faculty Information Screen

Crowder College is committed to student success and retention. SLIPP Early Alert is a tool that allows us to identify students who are having academic difficulties and connect them with services to help them be successful.

Here's How it Works:

1. You identify students who are having difficulties in your class(es) using the SLIPP Early Alert Referral Form. You may submit this form online or in Admissions & Records using a printable PDF file.
2. The College selects intervention strategies based on the student's reported difficulties.
3. An email is sent to the student, letting them know that you are concerned about their academic progress in your class. The email encourages them to take advantage of the services listed.
4. Additional emails are generated and forwarded to all the services areas available to help the students. Each of these areas follows up with the student using a variety of communication media including: email, snail mail (U.S. Postal Service) and phone calls.
5. NOTE: Anytime that you leave or logout of the system you will be prompted to save. This is to ensure that you do not have a student selected and up on your screen, you only need to say No and logout!

Should you have any questions or need additional assistance with the SLIPP Early Alert Referral System, please contact Helen Hale or Misty Bond, 417-455-5602.

Show this screen next time

At this screen – hit Continue; and if you never want to see this screen again, see the bottom left hand corner – and uncheck the box where it says “Show this Screen next time”

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## Early Alert Referral Form

**Student Information**

Student ID \_\_\_\_\_ Student Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Instructor / Course Information**

Course Number \_\_\_\_\_ Instructor \_\_\_\_\_  
 Course Title \_\_\_\_\_ Section Number \_\_\_\_\_

Below is a list of concerns that may be inhibiting the student's success. Please select as many reasons as apply. The student will be notified that you are concerned about their academic performance and they w the service areas that best match your concerns.

|   |  |   |
|---|--|---|
| <p><b>Concerns</b></p> <input type="checkbox"/> Course placement not appropriate<br><input type="checkbox"/> Low test/quiz scores<br><input type="checkbox"/> Reading comprehension<br><input type="checkbox"/> Writing skills  | <input type="checkbox"/> Language comprehension<br><input type="checkbox"/> Math/computational skills<br><input type="checkbox"/> Study skills   | <p><b>Academic Student Services</b></p> <input type="checkbox"/> ARC Director<br><input type="checkbox"/> ARC Tutoring<br><input type="checkbox"/> ARC Academic Report<br><input type="checkbox"/> ***Not in use  |
| <p><b>Academic Assistance for Students</b></p> <input type="checkbox"/> Disruptive classroom behavior<br><input type="checkbox"/> Peculiar Student Behavior<br><input type="checkbox"/> Misadvised<br><input type="checkbox"/> Scheduling conflict<br><input type="checkbox"/> Difficulty adjusting in classroom setting (international)        | <input type="checkbox"/> Excessive absences (2 or more)<br><input type="checkbox"/> Has yet to attend class<br><input type="checkbox"/> Not sure of his/her educational major or career goal<br><input type="checkbox"/> Online expectations not met<br><input type="checkbox"/> Homework Incomplete/Missing | <p><b>Assistance for Academics</b></p> <input type="checkbox"/> Retention Coordinator<br><input type="checkbox"/> Dean of Student Services<br><input type="checkbox"/> Admissions<br><input type="checkbox"/> International Coordinator<br><input type="checkbox"/> Service Academic Report<br><input type="checkbox"/> ***Not in Use** |
| <p><b>Athletic/Student Grade &amp; Absence Reporting</b><br/>                 You must choose the correct department box to submit student grades or the email will not be received by that department--&gt;</p> <input type="checkbox"/> A <input type="checkbox"/> 1 Absence<br><input type="checkbox"/> e <input type="checkbox"/> 2 Absence |  | <p><b>Grade &amp; Absence Reporting by Dept.</b></p> <input type="checkbox"/> CAMP Department <input type="checkbox"/> SSS Department<br><input type="checkbox"/> Baseball Department <input type="checkbox"/> Basketball Department  |

It is much easier to find your student (because of formatting the student ID numbers) if you will go to the pulldown menu and search for the course number and section the student is enrolled in; this will populate a roster of your students in that particular class; and then you can select the student in question. (pop ups must be allowed for this website)

**Early Alert Referral System**

Roster for Course: COLL 101 - 03 NEO

| Student ID                       | Student Name           | Contact Phone  | Email Address        |
|----------------------------------|------------------------|----------------|----------------------|
| <input type="checkbox"/> 0130619 | BRESEE, LACEY          | (417) 438-5667 | LaceyBressee         |
| <input type="checkbox"/> 0129455 | EBERT, ASHTON          | (417) 850-8288 | AshtonEbert          |
| <input type="checkbox"/> 0131075 | ELLIS, MICHAEL         | (417) 621-0663 | MichaelEllis         |
| <input type="checkbox"/> 0123354 | HALL, BRANDON          | (417) 246-1669 | BrandonHall          |
| <input type="checkbox"/> 0120805 | HEATH, MELISSA         | (417) 540-8359 | MelissaHeath         |
| <input type="checkbox"/> 0120039 | HILL, AMELIA           | (417) 624-2920 | AmeliaHill           |
| <input type="checkbox"/> 0131275 | JONES, LAUREN          | (417) 342-7158 | LaurenJones          |
| <input type="checkbox"/> 0131284 | KILPATRICK, JESSICA    | (417) 775-2194 | JessicaKilpatrick    |
| <input type="checkbox"/> 0131011 | LEIBEE-HASLIP, PATRICK | (417) 592-0822 | PatrickLeibee-Haslip |
| <input type="checkbox"/> 0116989 | LOVELL, MCKENZIE       | (417) 472-7715 | McKenzieLovell       |
| <input type="checkbox"/> 0104497 | MITCHELL, TYLER        | (417) 451-1691 | TylerMitchell        |
| <input type="checkbox"/> 0130934 | MOON, TREVOR           | (573) 368-5587 | TrevorMoon           |
| <input type="checkbox"/> 0130902 | NORTH, BRITTANY        | (417) 632-4286 | BrittanyNorth        |
| <input type="checkbox"/> 0130301 | QUAIL, JORDAN          | (417) 561-0580 | JordanQuail          |
| <input type="checkbox"/> 0124812 | SHAFER, ANDREW         | (417) 456-1187 | AndrewShafer         |
| <input type="checkbox"/> 0109561 | TRACY, TYLER           |                | TylerTracy           |
| <input type="checkbox"/> 0112688 | YORK, CODY             | (417) 592-7835 | CodyYork             |

Select the student name you wish to report to the SLIPP program, or you may select multiple names at the same time, or your entire roster if you wish to report everyone! Student information will automatically be populated if one person is selected, or the Student ID and phone number will say "Multiple" if multiple names are selected.

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Next, Select any of the Concerns or Academic Assistance boxes that you believe fit the student or student(s).

**Student Information**

Student ID: [redacted] Student Name: LO [redacted]

Phone: [redacted] Email: Mc [redacted]

**Instructor / Course Information**

Course Number: COLL 101 - 03 NEO Instructor: Amy Frieling

Course Title: COLL 101 Section Number: 03 NEO

Below is a list of concerns that may be inhibiting the student's success. Please select as many reasons as apply. The student will be notified that you are concerned about their academic performance and they will be contacted by the service areas that best match your concerns.

| Concerns  | Academic Student Services                    |
|---|--|
| <input type="checkbox"/> Course placement not appropriate | <input type="checkbox"/> ARC Director        |
| <input type="checkbox"/> Low test/quiz scores             | <input type="checkbox"/> ARC Tutoring        |
| <input type="checkbox"/> Reading comprehension            | <input type="checkbox"/> ARC Academic Report |
| <input type="checkbox"/> Writing skills                   | <input type="checkbox"/> ***Not in use       |

| Academic Assistance for Students   | Assistance for Academics                           |
|--|--|
| <input type="checkbox"/> Disruptive classroom behavior                             | <input type="checkbox"/> Retention Coordinator     |
| <input type="checkbox"/> Peculiar Student Behavior                                 | <input type="checkbox"/> Dean of Student Services  |
| <input type="checkbox"/> Misadvised  | <input type="checkbox"/> Admissions                |
| <input type="checkbox"/> Scheduling conflict                                       | <input type="checkbox"/> International Coordinator |
| <input type="checkbox"/> Difficulty adjusting in classroom setting (international) | <input type="checkbox"/> Service Academic Report   |
|  | <input type="checkbox"/> **Not in Use**            |

**Athletic/Student Grade & Absence Reporting**

You must choose the correct department box to submit student grades or the email will not be received by that department---

|                            |                                       |  |  |
|----------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> A | <input type="checkbox"/> 1 Absence    | <input type="checkbox"/> CAMP Department     | <input type="checkbox"/> SSS Department        |
| <input type="checkbox"/> B | <input type="checkbox"/> 2            | <input type="checkbox"/> Baseball Department | <input type="checkbox"/> Basketball Department |
| <input type="checkbox"/> C | <input type="checkbox"/> 3            | <input type="checkbox"/> Soccer Department   | <input type="checkbox"/> Academic Report       |
| <input type="checkbox"/> D | <input type="checkbox"/> 4            | <input type="checkbox"/> Softball Department |  |
| <input type="checkbox"/> F | <input type="checkbox"/> 5 or Greater |  |  |

**Grade & Absence Reporting by Dept.**

**Meet with your Instructor**

Meet with your Instructor

**Message to Department**

Feel free to type in a "message to the department" any extra information that will help the SSC Crew in communicating concerns with the students. Once you are satisfied with the information; hit submit and an email will automatically be sent to [retentionalert@crowder.edu](mailto:retentionalert@crowder.edu), a notification will be sent to the student's crowder email; and should also be sent to the faculty email as well.

Please note --- Only faculty members with a current class roster will be allowed to submit students through SARS Early Alert. If you are a faculty member who is currently NOT teaching but would like to submit a name for concerns; please email those names to [retentionalert@crowder.edu](mailto:retentionalert@crowder.edu); OR if you know a student needing assistance who is NOT in one of your classes, you can email those as well.