**Revised LMC Cares (Early Alert) Codes & Messages**

Dear [Student],

 At Los Medanos College your success is our number one priority. We are committed to helping you achieve your educational goals. On behalf of instructor [FIRST] [LAST], we are contacting you about your current academic progress in your [COURSE] class.

*[Insert coded message to student here]*

 We want to do all that we can to help you be successful in your educational endeavors. It is our hope that you will fully participate in the Student Success programs and activities offered at LMC. If you have any questions about any of the information in this letter, please contact your instructor.

Sincerely,
Los Medanos College

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**Indicator:** Great Attendance

 **Message to Student:** Your attendance is excellent! Attendance is a very crucial portion of classroom performance, and we want to thank you for making every effort to be in class on a regular basis.

**Indicator:** Poor Attendance/Missing Class

 **Message to Student:** Your frequent absences are impacting your success in this course. Your input is valued in the classroom, and when absent, your contributions are missed. Also, poor attendance results in missed opportunities to better develop an understanding of the material and affects your grade in the class. We recommend that you talk to your instructor, or [make an appointment to meet with a Counselor](http://esars.4cd.edu/eSARS/lmc/Counseling/eSARS.asp?WCI=Init&WCE=Settings), to discuss how you can increase your attendance.

**Indicator:** Great Participation

 **Message to Student:** Thank you for being an active participant in class! The classroom experience is enriched by your participation and engagement.

**Indicator:** Low Engagement/Participation

 **Message to Student:** You are not fully participating in class. Students who actively participate improve their learning and overall performance. If you are having difficulty participating, we recommend that you talk with your instructor about ways you can improve your participation.

**Indicator:** Well Prepared for Class Sessions

 **Message to Student:** You regularly come to class well prepared and ready to work. Keep up the good work!

**Indicator:** Missing Course Materials/Supplies

 **Message to Student:** You are missing the materials (books, supplies, etc.) necessary to be successful in this class. It is important that you bring these materials to class. If you need financial assistance, please visit the [Financial Aid Office](http://www.losmedanos.edu/financialaid/). Additionally, textbooks for most courses are available for free use in the [Library.](http://www.losmedanos.edu/library/)

**Indicator:** Great Job Submitting Assignments

 **Message to Student:** You are doing a great job submitting the assignments for this class! Your ability to do so demonstrates effort and discipline that LMC greatly values, and we appreciate your commitment.

**Indicator:** Missing Work/Assignments

 **Message to Student:** Many of your assignments are missing and/or incomplete. We recommend that you talk to your instructor, or [make an appointment to meet with a Counselor](http://esars.4cd.edu/eSARS/lmc/Counseling/eSARS.asp?WCI=Init&WCE=Settings), to discuss how you can improve your completion of the work necessary to be successful in this class.

**Indicator:** High Quality Work

 **Message to Student:** Your work in this course is excellent! We encourage to continue your high level of academic performance.

**Indicator:** Poor Academic Performance/Struggling with Content

 **Message to Student:** Your academic performance is negatively affecting your ability to succeed in this course. Please consider taking advantage of the following resources:

* Talk with your instructor during office hours
* Tutoring Services at the [Center for Academic Support](http://www.losmedanos.edu/core/) or [Math Labs](http://www.losmedanos.edu/Groups/Math/web/lab.asp#TutoringLab)
* [Make an appointment to meet with a Counselor](http://esars.4cd.edu/eSARS/lmc/Counseling/eSARS.asp?WCI=Init&WCE=Settings)
* [Disabled Students Programs & Services](http://losmedanos.edu/dsps/): For support services and accommodations

**Indicator: Recommend Student Consider Dropping Course**

 **Message to Student:** You appear to be having a difficult time successfully completing the requirements for this course, and you may benefit from taking it at a later time. We recommend that you talk with your instructor, [make an appointment to meet with a Counselor](http://esars.4cd.edu/eSARS/lmc/Counseling/eSARS.asp?WCI=Init&WCE=Settings), and/or visit the [Financial Aid Office](http://www.losmedanos.edu/financialaid/) to discuss the option and impact of dropping this course with a “W.”