



STUDENT AFFAIRS

EARLY ALERT REFERRAL FORM -STUDENTS

Early Alert (EA) is a collaborative effort between Students and Student Affairs. This is an effort to improve your experience at CCQ and to offer you extra resources to succeed in college.

Students - Please complete this form as soon as you need help. The first 3-4 weeks of class is best.

Students Name, Student ID#, Qatar ID#, Mobile#, Student Email, Current Program (Ex. Foundation, Information Technology, AAA, AS -English), Today's Date

Table with 5 columns: Assistance Type, Have you met with a Counselor or Advisor before?, Concerns (Counseling), Concerns (Advising), Other Requests Please specify

Explain Problem or Issue:

Student's Signature

NOTE: Personal information will be kept confidential. Please allow 5-7 days for an Advisor or Counselor to contact you.

STUDENT AFFAIRS ONLY

Date of Contact, Type of Assistance Requested, Appointment Scheduled, Name of Staff, Service Provided, ServiceDetails, Special Needs, Mental Health Concerns, Community Referral Needed

Follow-Up Appointment

Next Appointment: Date, Time