



## Midterm Reporting – Student Services Referral Form

The purpose of this referral form is to ensure students who have been identified as at-risk of failing or failing have received appropriate recommendations on how to improve their performance.

Student Family Name	Student First Name	Student number	Course, Section, Campus
Student email address:			Term
Instructor Name			Alert Date :YYYY - MM - DD

**You have been identified as:**

At-risk of failing this course     Failing this course

To help you improve your performance in this course, the instructor strongly recommends you take at least one of the following actions in the upcoming weeks to help you with your studies, study skills, or overall wellbeing (Attach separate sheet if more space is required):

**Please visit one or more of the following resources:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic Advising         | <input type="checkbox"/> Office of Student Affairs    | <input type="checkbox"/> Student Life     |
| <input type="checkbox"/> Writing & Learning Centre | <input type="checkbox"/> Health & Wellness Counseling | <input type="checkbox"/> Canvas Help Desk |
| <input type="checkbox"/> Library                   | <input type="checkbox"/> Student Services             | <input type="checkbox"/> Other _____      |

### *Administrative Use Only:*

Administrator's Notes:

Administrator's Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_



## Academic Advising

Please contact Academic Advising if you require assistance with:

- Course registration for next term
- Understanding Academic Standing or Academic Difficulty
- Creating a study plan for university transfer

Virtual appointments are available from 8:30 am – 4:00pm, Monday to Friday.

**Email:** [academicadvising@alexandercollege.ca](mailto:academicadvising@alexandercollege.ca)

**Phone:** (604) 435-5815 (Press 1, then 6)

## Writing & Learning Centre (WLC)

Please contact the WLC if you require assistance with:

- Developing academic skills (note-taking, presentations, Microsoft word processing, etc.)
- Booking a one-on-one virtual tutoring sessions
- Exam preparation
- Citations workshops

**Email:** [writingcentre@alexandercollege.ca](mailto:writingcentre@alexandercollege.ca)

**Phone:** (604) 435-5815 (Press 4)

## Library

Please contact the library if you need assistance with:

- Downloading E-Books
- Research Help
- Using Research Databases
- Askaway Help

**Email:** [library@alexandercollege.ca](mailto:library@alexandercollege.ca)

**Phone:** (604) 435-5815 (Press 5)

## Office of Student Affairs

Please contact the Office of Student Affairs if you need assistance with:

- Accommodations or accessibility concerns
- Bereavement (Death in the family)
- Academic and Behavior Misconduct
- Complaints or Appeals
- Exam Deferrals

**Email:** [studentaffairs@alexandercollege.ca](mailto:studentaffairs@alexandercollege.ca)

## Canvas Help Desk

Please contact Canvas Help Desk for assistance with logging into your Canvas account.

**Email:** [canvashelp@alexandercollege.ca](mailto:canvashelp@alexandercollege.ca)

**Phone:** 604-558-6195

## Health & Wellness Counseling

All students are eligible for 10 free counselling sessions per year, which are offered virtually through phone, online or text. Students may discuss any personal concern in a safe and non-judgmental environment. Some examples include:

- Stress and Time Management
- Depression or Anxiety
- Loneliness or Homesickness
- Bullying/Harassment
- Test Anxiety

**Email:** [hollowaycounselling@gmail.com](mailto:hollowaycounselling@gmail.com)

**Phone:** 604-780-1799

## Student Services

Please contact the Student Services if you need assistance with:

- Signing up for the Peer Mentorship Program
- Questions regarding the mid-term reporting process
- Internal/External Scholarships

**Email:** [studentservices@alexandercollege.ca](mailto:studentservices@alexandercollege.ca)

## Student Life

Please contact Student Life if you need assistance with:

- Virtual Student Events and Clubs
- Alexander College Student Association
- Student Refugee Program
- Student Connection

**Email:** [studentlife@alexandercollege.ca](mailto:studentlife@alexandercollege.ca)

**Phone:** (604) 435-5815 (Press 6)

## Office of the Registrar

Please contact the Office of the Registrar if you need assistance with:

- Financial aid (for domestic students only)
- Applying for MSP
- Student Records
- Transfer Credit
- Grades/Academic Standing
- Policy Appeals

**Email:** [admissions@alexandercollege.ca](mailto:admissions@alexandercollege.ca)

**Phone:** (604) 435-5815 (Press 1, then 2 for placement testing, or 4 for registration and appeals, or 5 for transcripts and letters)