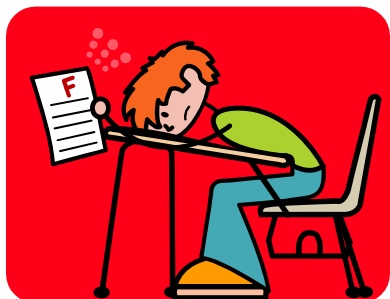


# Early Intervention

*For Math 0300, 1300, 1301, 1310 Students;  
Eng 1300, 1301 Students; and Rdg 1300 Students*

A dual retention effort between the Math and English Departments and the Advising Center is being continued this semester to contact students EARLY who display signs of being at risk such as:

- *Not attending class regularly*
- *Coming late to class*
- *Lack of engagement (not enrolled in online homework, not completing assignments)*
- *Academic performance (poor grades)*
- *Inappropriate classroom behavior*



*Complete the electronic Recommendation for Assistance Form and submit it immediately. Advising will contact the student and provide assistance. You should also use the form to submit the names of students who violate the developmental attendance policy. Please submit as soon as the student exceeds the maximum number of absences. Form instructions are on the reverse side.*



*Instructions:*

- 1. Open the form found in the second column of the master table on the UHD Quality Enhancement web page (<http://cms.uhd.edu/qep>). You must have Adobe Reader 6.0 or higher to use the form (8.0 or higher is best). The form can be saved to your computer for convenient future access.*
- 2. Fill in the form.*
- 3. You can submit a paper version of the form by printing the form and turning it in to the Department Office. Be sure to print a copy for yourself and the student, if needed. (You may want to give a copy to the student yourself as a way of initiating a dialog with the student.)*
- 4. You can submit an electronic version of the form by using the "Submit by Email" button on the form and carefully following the instructions for emailing the form. Electronic versions will be emailed to both Advising and the Department Office. You should have a default desktop email application selected, such as Microsoft Outlook, in order to use this feature. This feature may not work properly using Web Outlook email. Every instructor will need a computer available on campus with Microsoft Outlook selected as the default desktop email application, set to open to their Inbox. See the next page for instructions on configuring any campus computer for this purpose. A form file that is submitted electronically cannot be opened using Adobe Reader and should not be emailed to the student.*
- 5. Optional: To save the completed form as a PDF file, choose "Print" and change the active printer to an Adobe PDF writer application, such as PDF995 (this should be available on campus). Then when you hit "OK", a PDF print file with the completed form will be created. Be sure you save the PDF print file with a different name or location from the original electronic form to avoid overwriting the original form. You may reopen the PDF print file using Adobe Reader, but it cannot be edited. You can also email the PDF print file to the student.*

## How to set up your UHD email account using Microsoft Outlook

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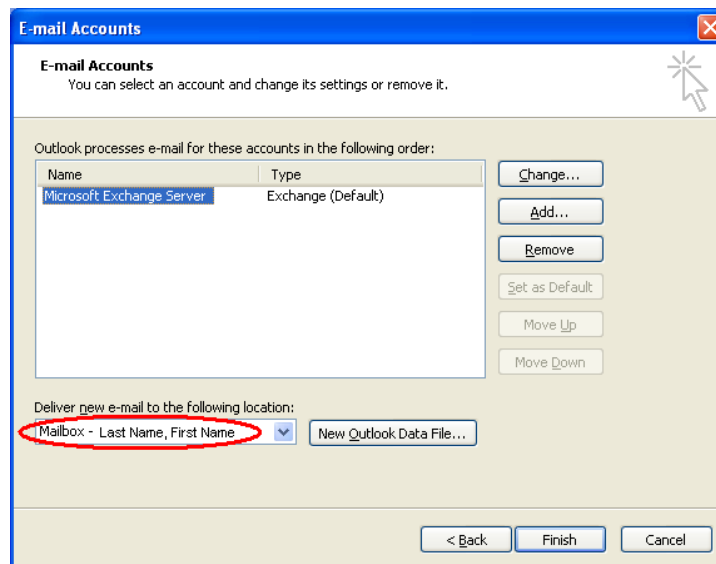
1. Locate the Microsoft Office Outlook Icon on your desktop or in your Start Menu. Double click the icon.



If you cannot locate the icon, go to **Start/Control Panel/User Accounts/Mail** (Category view) or **Star/Control Panel/Mail** (Classic view)

2. Click **E-mail Accounts...**
3. Select **Add a new e-mail account** and click **Next**.
4. Select **Microsoft Exchange Server** and click **Next**.
5. For Microsoft Exchange Server - type in **Bali**. In the **User Name** field type in your username (in most cases this is your last name + the first initial of your first name) and click **Check Name**.
6. Click **Next**.
7. Click **Finish**.

If the following window appears verify that **Deliver new e-mail to the following location:** displays your name. If Personal Folders appears in the box, please contact the help desk at 713-221-8031 or x3000.



For assistance with creating your email profile, please contact the Help Desk at x3000, 713-221-8031, or [help@uhd.edu](mailto:help@uhd.edu).