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Retention Alert

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What is Retention Alert?

- A system used to identify students who may need additional support to be successful in the classroom.
- Offers an opportunity for faculty to notify a student's assigned academic advisor/counselor when additional support services may be needed.
- Provides option for reporting on lack of attendance, missing assignments, currently **NOT** earning a grade of C or better, indicating financial need, indicating needing academic support (i.e. tutoring), and personal support needed.

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How Does the Process Work?

An email reminder will be sent to all faculty from the Office of Instruction at 4, 8 and 12 weeks offering the opportunity for a report to be submitted on any of the following items:

- Lack of Attendance
- Missing Assignments
- Currently **NOT** earning a grade of C or better
- Indicating Financial Need
- Indicating needing Academic Support (i.e. Tutoring)
- Personal Support Needed

* Alerts can be submitted as needed not just at the 4, 8, & 12 reminders

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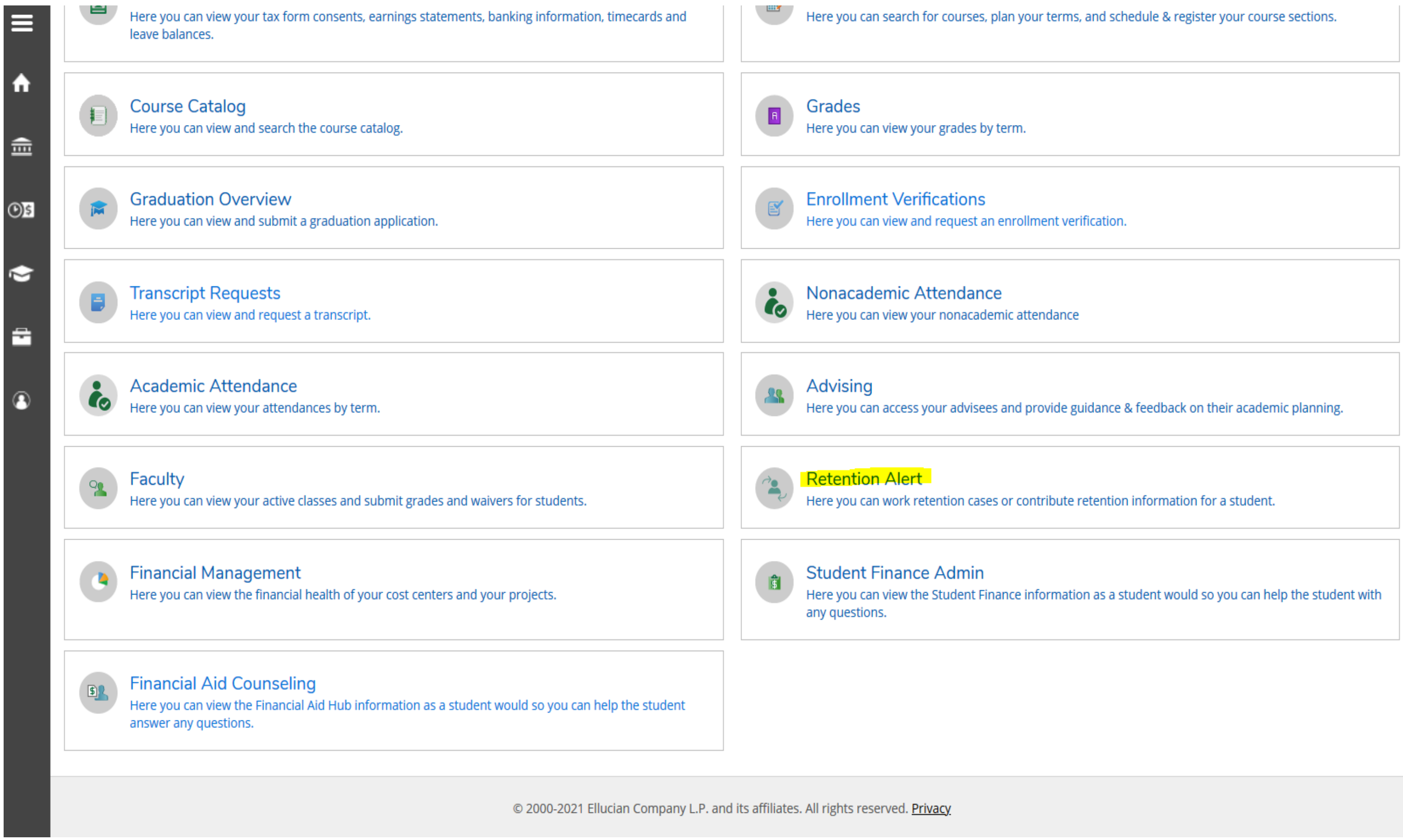
Submission of a Retention Alert

1. Log into your self-service account.
2. Choose the retention alert tab.



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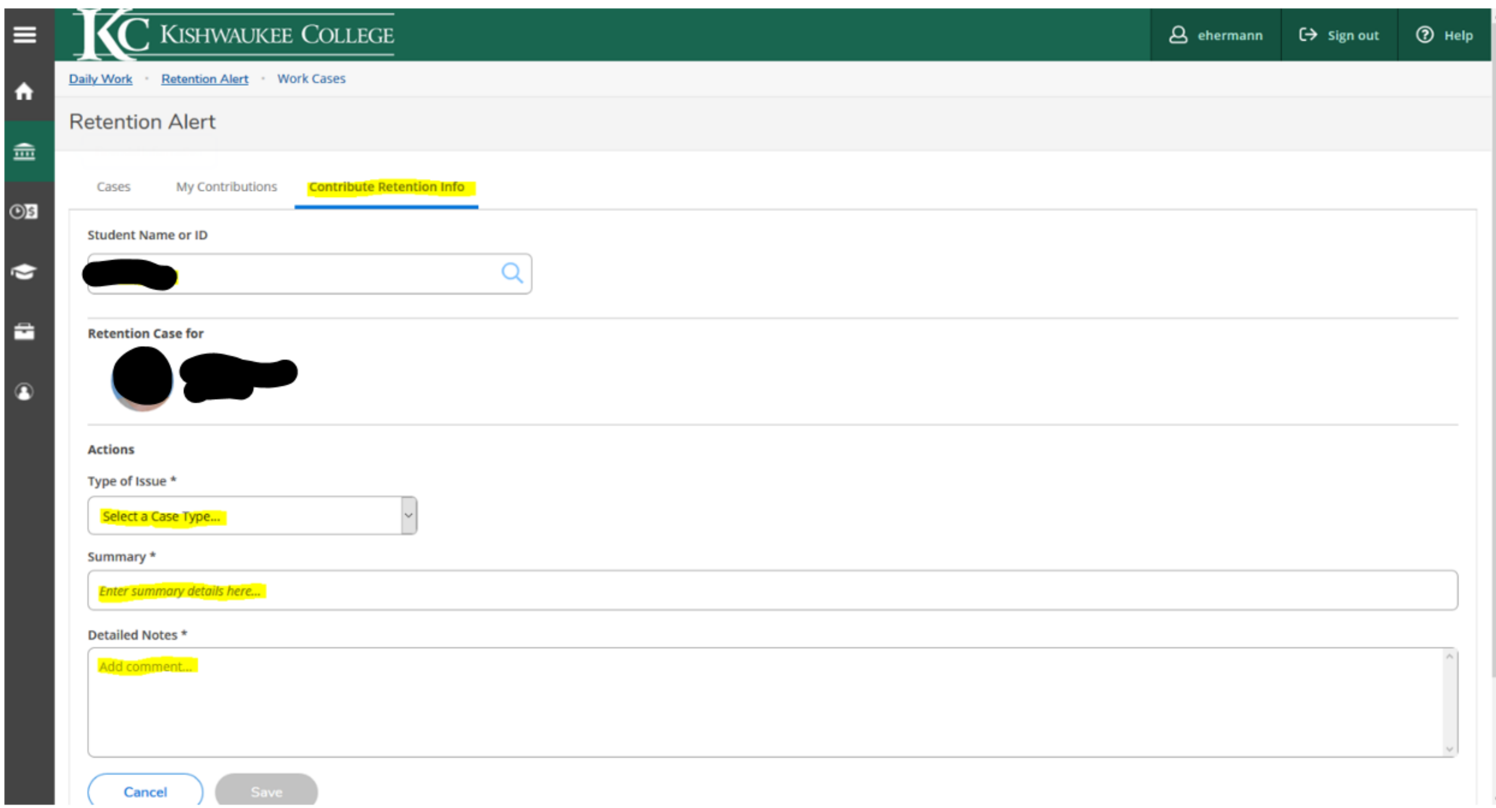
3. Enter the student's name.
4. Choose the case type.
5. Enter summary or notes if needed.
6. Save the case.



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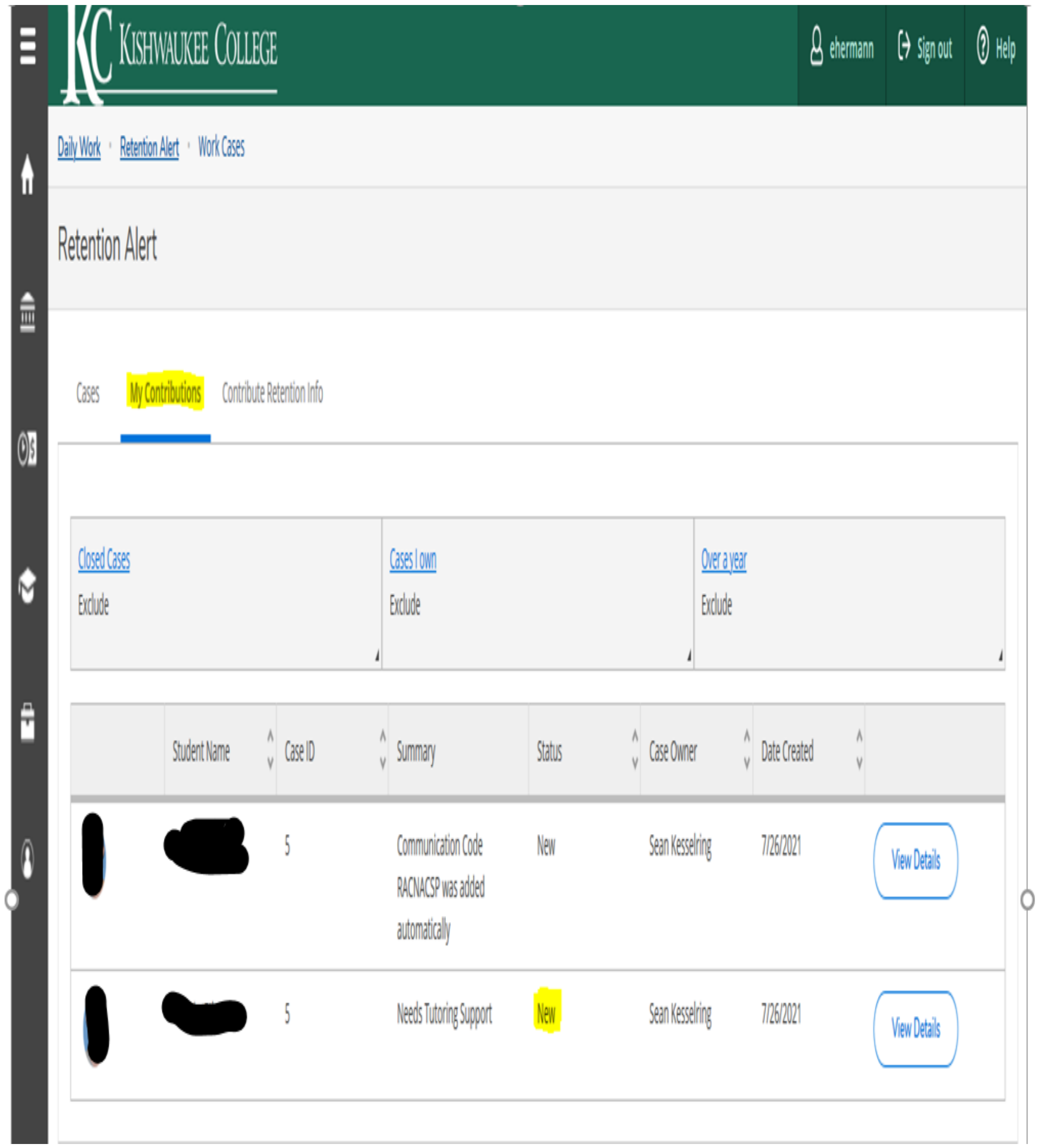
What happens next?

- The assigned academic advisor is also notified that they have a retention case that needs their attention.
- The advisor then logs into self-service to see the alert and follows up with the student.
- Once follow-up is complete the advisor marks the status as complete in self-service.
- Faculty can log back in to see if the case has been closed.



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