

# **Retention Alert**



## 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.



# **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



## Submission of a Retention Alert

## 1. Log into your self-service account.

#### 2. Choose the retention alert tab.

≡	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Here you can search for courses, plan your terms, and schedule & register your course sections.
<b>↑</b>	Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.
•)হ	Graduation Overview Here you can view and submit a graduation application.	Enrollment Verifications Here you can view and request an enrollment verification.
¢	Transcript Requests Here you can view and request a transcript.	Nonacademic Attendance Here you can view your nonacademic attendance
8	Academic Attendance Here you can view your attendances by term.	Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
	Faculty Here you can view your active classes and submit grades and waivers for students.	Retention Alert Here you can work retention cases or contribute retention information for a student.
	Financial Management Here you can view the financial health of your cost centers and your projects.	Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions.
	Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.	

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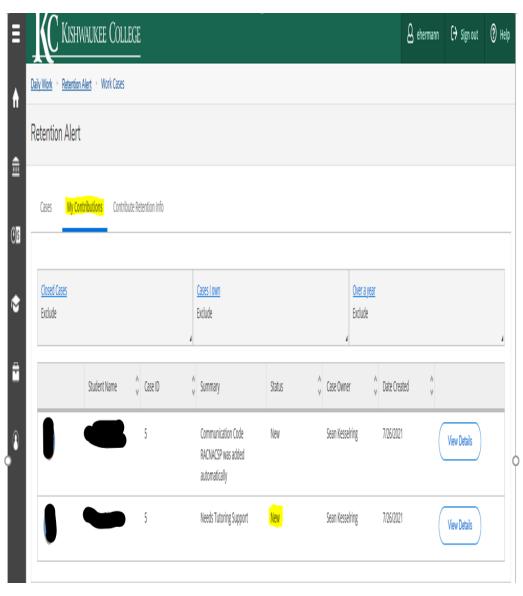
- 3. Enter the student's name.
- 4. Choose the case type.
- 5. Enter summary or notes if needed.
- 6. Save the case.

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Daily Work Retention Alert Work Cases			
Retention Alert			
Cases My Contributions Contribute Retention Info			
Student Name or ID			
Retention Case for			
Actions			
Type of Issue *           Select a Case Type         ~			
Summary *           Enter summory details here			
Detailed Notes *			
Add comment			~
Cancel Save			~



### 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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