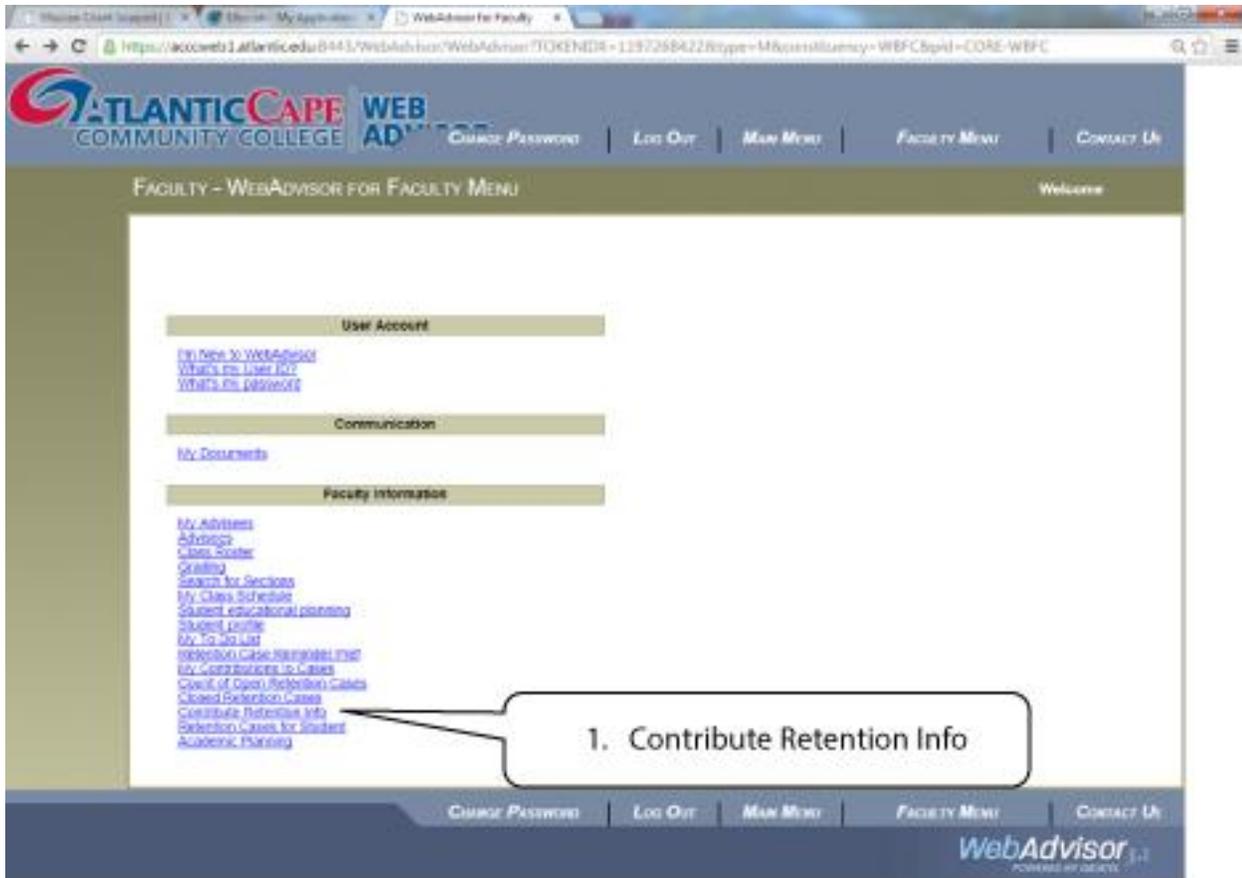


Retention Alert / Progress Report Submission

1. From the Faculty Menu in WebAdvisor click on “Contribute Retention Info”



The screenshot displays the Atlantic Cape Community College WebAdvisor interface for faculty. The top navigation bar includes links for 'Change Password', 'Log Out', 'Main Menu', 'Faculty Menu', and 'Contact Us'. The main content area is titled 'FACULTY - WEBADVISOR FOR FACULTY MENU' and features a 'Welcome' message. The menu is organized into three sections: 'User Account' (with links for 'My Page in WebAdvisor', 'What is my User ID?', and 'What is my password?'), 'Communication' (with 'My Documents'), and 'Faculty Information' (with links for 'My Advisers', 'Advising', 'Class Transfer', 'Grading', 'Options for Sections', 'My Class Schedule', 'Current educational planning', 'Student Profile', 'My TO DO List', 'Retention Case Management', 'My Contributions to Cases', 'Count of Open Retention Cases', 'Closed Retention Cases', 'Contribute Retention Info', 'Retention Cases for Student', and 'Academic Planning'). A callout box highlights the 'Contribute Retention Info' link with the instruction '1. Contribute Retention Info'. The bottom of the page features a footer with 'WebAdvisor 1.1' and 'POWERED BY ORACLE'.

2. Enter Student name or ID

Atlantic Cape Community College WEB ADVISOR

Change Password | Log Out | My Menu | Faculty Menu | Help | Contact Us

FACULTY Welcome

Find Student

ID or Name of Student:

First, find the student

SUBMIT

2. Student ID or Name

Change Password | Log Out | My Menu | Faculty Menu | Help | Contact Us

WebAdvisor 1.5

3. Select “FAC: Progress Report” (very important that you only select this option)

4. Add Summary, and Details of report

5. Click Submit

Contribute Retention Info

When Faculty are Contributing information, they should only use Types of Issues that begin with "FAC"
Student Services Staff should use "SS" Issue types.

* = Required

Retention Case for Caesar Niglo

Type of Issue: **FAC: Progress Report Received** (Callout 3)

Summary: **Student Failing Course** (Callout 4)

Detailed Notes: **Student has missed a total of 4 classes. He has also failed 1 test.** (Callout 4)

Did you contact this student? Check Any that Apply

In person	<input type="checkbox"/>
E-mail	<input type="checkbox"/>
Phone	<input type="checkbox"/>
IM (Instant Message)	<input type="checkbox"/>
Standard mail	<input type="checkbox"/>
Voice mail	<input type="checkbox"/>
Text message	<input type="checkbox"/>
No Attempt to Contact	<input type="checkbox"/>

Do you want to report additional issues regarding this student?

SUBMIT (Callout 5)

6. Receive Confirmation

(You can then click on “Faculty Menu” to process another report or “Log Out.”)

ATLANTIC CAPE WEB
COMMUNITY COLLEGE

Change Password | Log Out | Main Menu | Faculty Menu | Help | Contact Us

FACULTY

Case Confirmation Form (Callout 6)

[My To Do List](#)

Your information regarding Caesar Niglo has been recorded in case #10732.
The case is assigned to: GENERAL_POPULATION_ROLE.

Change Password | Log Out | Main Menu | Faculty Menu | Help | Contact Us