

Atlantic Cape Community College

Early Retention Alert - Instruction Sheet

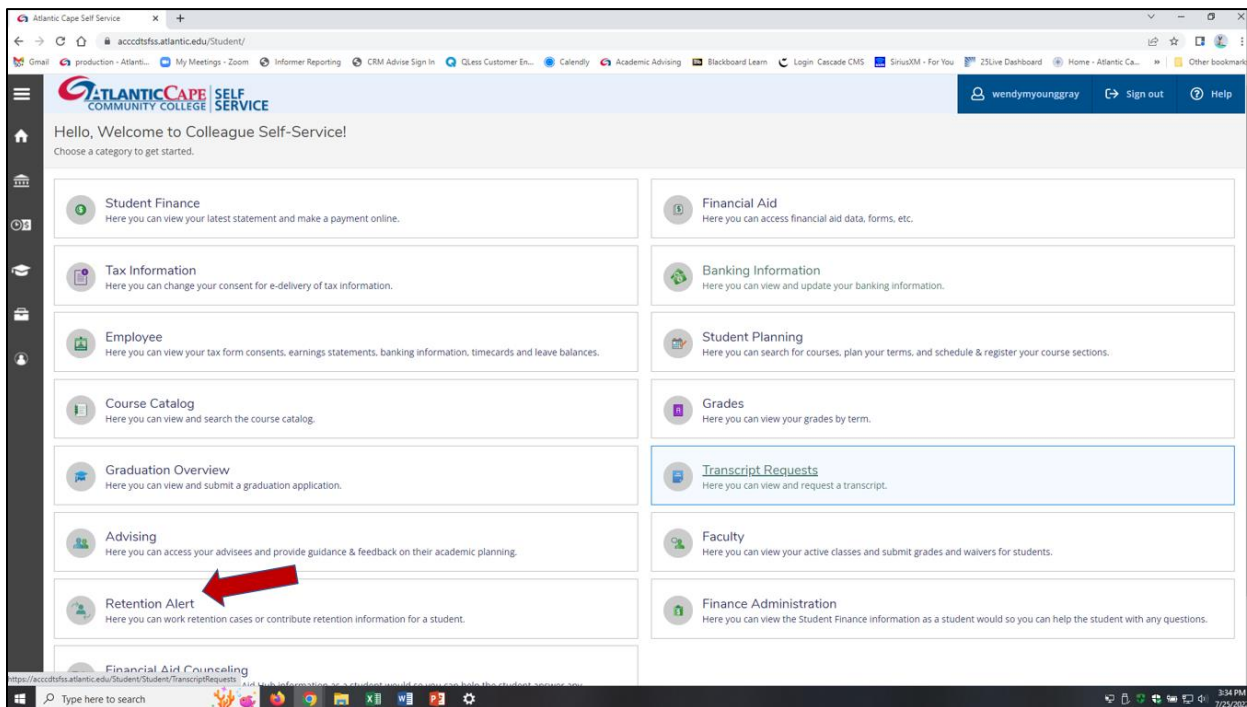
In cases where students need individual counseling support for non-threatening, academically-oriented problems jeopardizing successful course completion (e.g., declining attendance, missing assignments, not following assignment directions, etc.), instructors should complete a retention alert.

This action is best taken early in the first half of the semester so the student has time to recover academically with assignment grades to pass the course. You may find that you need to submit more than one alert for a student. For example: you submit FAC-Attendance during the second week of semester; the student returns to class, but mid-semester they stop attending or their performance falls off. It's okay to submit another alert for a student if you feel it is warranted or if a different issue arises.

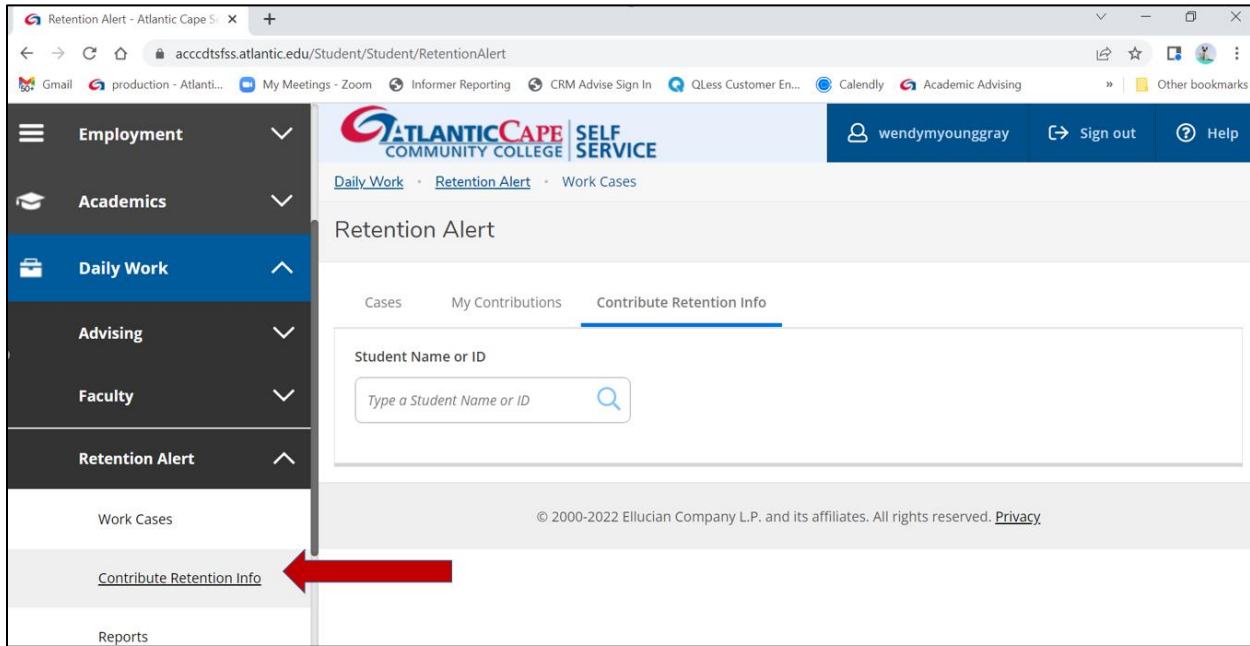
After submitting the form, a Student Service Navigator (formerly Advisor) or counselor will follow up with the student to discuss academic needs identified in the form and strategies for improved course performance.

Steps in Self Service (formerly WebAdvisor):

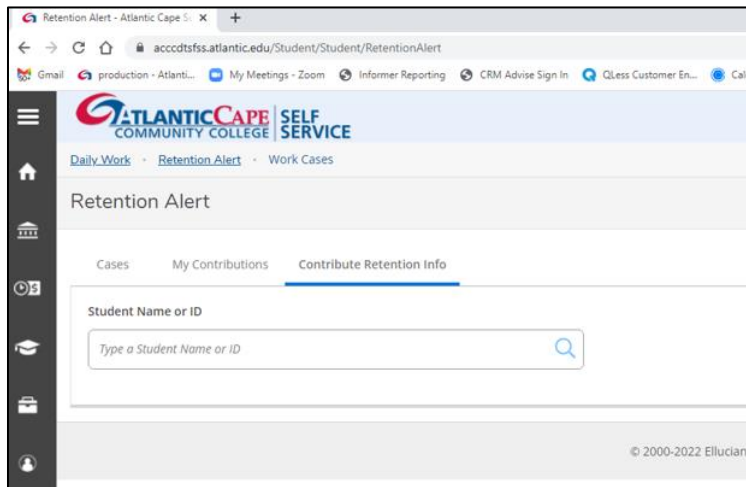
1. Once you've logged into your Self Service (formerly WebAdvisor) account go to *Retention Alert*.



2. Next select “Contribute Retention Information” form.



3. Enter the student’s ID number or search by name. Select the student.



4. A form appears. The first entry is a dropdown menu – choose the relevant “FAC” option and complete the rest of the form. “Save”
- E.g. *FAC-Attendance* may be submitted when a student has yet to log into Blackboard or has missed the first week or two of classes, but before the NA grades are due. Summary: Student has missed the first four classes. Detailed notes: *Provide any relevant information that can help when we reach out to the student.*
 - E.g. *FAC-Course Performance* may include student performing poorly on assignments/tests, not completing or submitting poor work or any other performance issues which may impact the student’s successful completion of the course. Detailed notes: *Provide any relevant information that can help when we reach out to the student.*

- E.g. *FAC-Withdrawal Recommended* tends to be submitted later in semester when there is likely no way for the student to catch up or successfully complete the course. *Detailed notes: Provide any relevant information that can help when we reach out to the student. Again, provide specific information so we are better able to advise the student.*

Retention Alert - Atlantic Cape

atlanticcape SELF SERVICE
COMMUNITY COLLEGE

wendymyounggray Sign out Help

Retention Alert

Cases My Contributions **Contribute Retention Info**

Student Name or ID
0000167

Retention Case for
Young Gray, Wendy M.
0000167

Actions
Type of Issue *
FAC: Course Performance

Summary *
Student has failed two of three quizzes

Detailed Notes *
Student has failed two of three quizzes. Contributes in class but may need tutoring and test-taking strategies. I am willing to work with the student to catch up on work.

Cancel Save

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COMMUNITY COLLEGE

wendymyounggray Sign out Help

Retention Alert

Cases My Contributions **Contribute Retention Info**

Student Name or ID
0000167

Retention Case for
Young Gray, Wendy M.
0000167

Actions
Type of Issue *
FAC: Withdrawal Recommendation

Summary *
Student is failing

Detailed Notes *
Student has failed tests and is missing numerous assignments. At this point in the semester there is no way the student can catch up or pass. Withdrawal is recommended.

Cancel Save