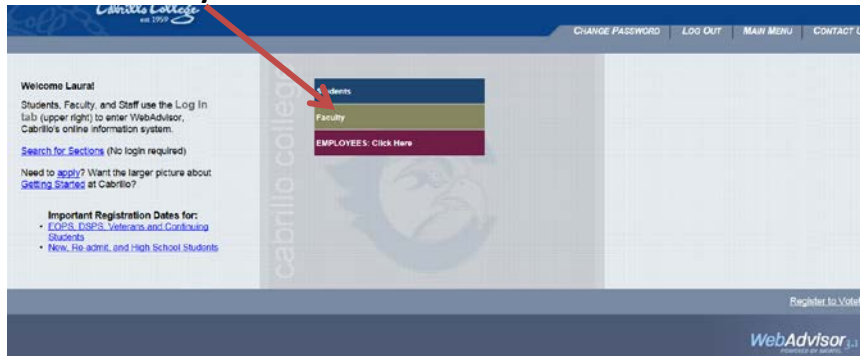


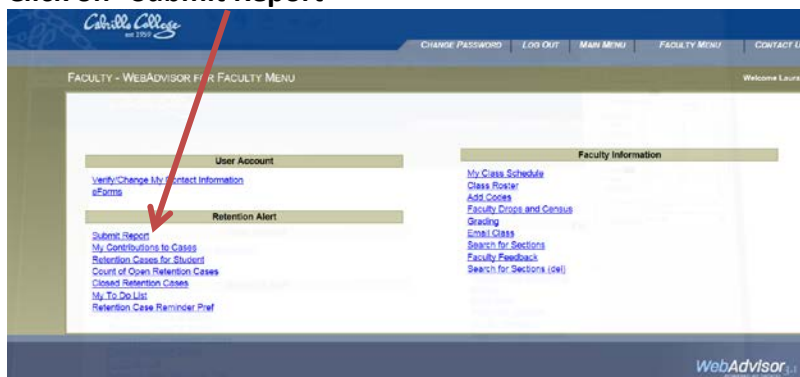
# STUDENT RETENTION

Log into WebAdvisor (never use the back arrow button when navigating from screen to screen)

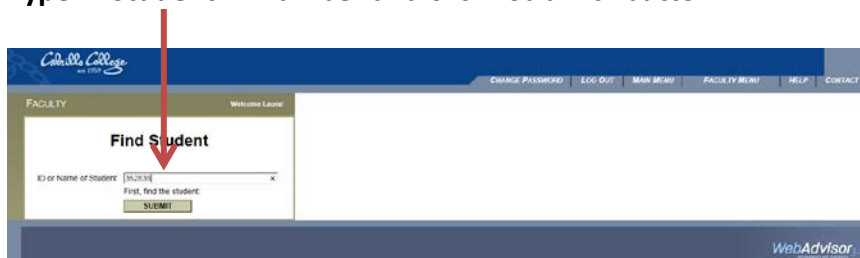
Click on Faculty



Click on "Submit Report"



Type in Student ID number and click "Submit" button



Choose "Type of Issue"

**Contribute Retention Info**

Retention Case for: [ ]

Type of Issue: [ ]

Summary: [ ]

Detailed Notes: [ ]

Did you contact this student? Check Any that Apply

In person	<input type="checkbox"/>
E-mail	<input type="checkbox"/>
Phone	<input type="checkbox"/>
Standard mail	<input type="checkbox"/>
Left Voicemail	<input type="checkbox"/>
Text message	<input type="checkbox"/>
Didn't attempt to contact	<input type="checkbox"/>
certified Mail	<input type="checkbox"/>
Delivered by 3rd Party	<input type="checkbox"/>

Do you want to report additional issues regarding this student?

**SUBMIT**

In "Summary" type Date, Time & Location of incident

In "Detailed Notes" type detailed description of incident

Check any applicable boxes for student contact

Click "SUBMIT" button