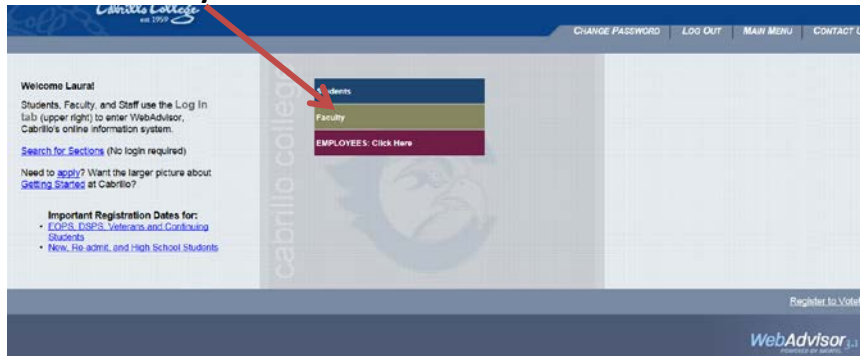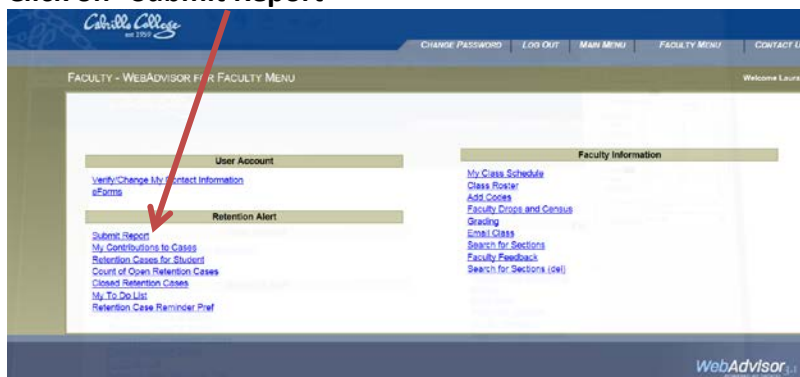# STUDENT RETENTION

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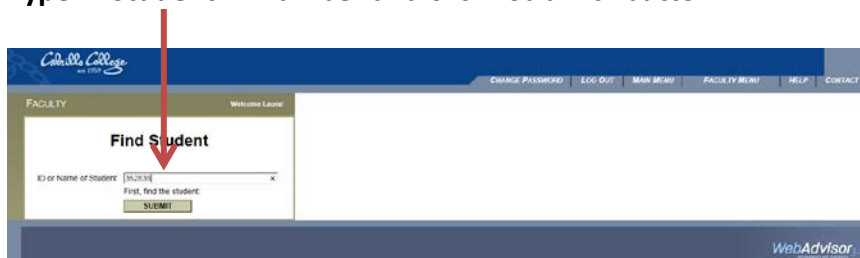
Click on Faculty

Click on "Submit Report"

Type in Student ID number and click "Submit" button

Choose "Type of Issue"

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