ACCESSING THE RETENTION ALERT SYSTEM

The Retention Alert System can be accessed by logging into your StormFront account using your User ID and password. In addition, faculty members utilizing Scholar can access the Retention Alert System through their Scholar course sites.

CONTRIBUTE RETENTION INFO LINK

As an option, you can use the Contribute Retention Info link to provide information on a student regardless of whether or not a case already exists.

This provides the opportunity to submit information related to a student but who may not be in a course with you. For example, a staff member in the Business Office may use this link to submit information regarding a student employee if there is a concern which needs to be addressed.

Clicking on the link will provide you the opportunity to search for a student by student ID or name.
After searching for a student, you can enter the Type of Issue.

Enter a summary statement and detailed notes about the student. You should also indicate the Method of Contact(s) you used. Click on submit when finished.

It is recommended you begin your summary statement with the “Dept-Course-Sec” information (i.e. MATH 105-A) if the concern is related to a course.

After the information has been entered, click the Submit button to finish the contribution.

Retention Alert – Contact Information

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