

Using Retention Alert

Contributing Case Information

1. Access ODU Online (oduonline.ohiodominican.edu) and log in to the page

OHIO DOMINICAN UNIVERSITY™

LOG IN | MAIN MENU | CONTACT US

Login with your ODU issued user ID and password. If you have forgotten or need to change your password click [here](#). Please call the ODU Helpdesk at 614-253-3633, or toll free at 888-251-0773, if you need assistance. Thank you.

Welcome Guest!

2017-2018 Course Catalog: [Click Here](#)
2016-2017 Course Catalog: [Click Here](#)
2015-2016 Course Catalog: [Click Here](#)
2014-2015 Course Catalog: [Click Here](#)
For catalogs dating back to 2005: [Click Here](#)

Students
Faculty
Employees
Search for Sections

2. After logging in, select the faculty or employee option

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Students
Faculty
Advisors
Employees
Search for Sections

3. The next screen will look different if you are faculty or staff. In either screen you can select the Contribute Retention Info option.

Faculty Information

- My Advisees
- Advisees
- Class Roster
- Grading
- Search for Sections
- My Class Schedule
- Student profile
- My To Do List
- My Contributions to Cases
- Count of Open Retention Cases
- Closed Retention Cases
- Contribute Retention Info
- Retention Cases for Student
- Maintain Books
- Section Textbook Report
- Degree Works

Employee Profile

- Position Summary
- My Stipends
- W-2 Electronic Consent
- W-2 Statements
- T4 Electronic Consent
- T4 Slips
- Leave Plan Summary
- Pay Advices
- Alert System Information

Time Entry and Approval

- Time entry
- Time history
- Time approval (for supervisors)
- Employee history (for supervisors)

Financial Information

- Accounts Payable Bank Information Only - This is NOT deposits

Budgeting

- Budget selection
- Budget summary

Retention Alert

- Contribute Retention Info

4. Enter the name or ODU ID of the student and select Submit
5. Select the Type of Issue you are reporting. Include detailed notes for the case worker to use when contacting the student. Please have already attempted to communicate with the student about the issue. Indicate all methods you used to contact the student.
 - a. **Academic Standards** – student is not demonstrating level-appropriate knowledge
 - b. **Behavioral Concerns** – student is disruptive, disrespectful, uncooperative, etc.
 - c. **Classroom Attendance** – student is late or absent
 - d. **Course Performance** – student may have the ability to be successful but is not competing assignments or regularly fails test and quizzes
 - e. **Financial Aid** – student has communicated inability to buy course materials or significant changes to personal finances that impact retention
 - f. **Other** – any issue that does not meet one of the above criteria but requires follow-up

Type of Issue*	Behavioral Concerns
Summary*	Disruptive in residence hall
Detailed Notes*	Student is disrupting her roommates with late night activities with guests and noise. When confronted with the report of disruption the student said she was going to be leaving ODU soon anyway due to personal issues at home. An advisor or counselor may want follow up.
Did you contact this student? Check Any that Apply	
In person	<input checked="" type="checkbox"/>
E-mail	<input checked="" 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"/>
Facebook	<input type="checkbox"/>
Written Resp. Graded Work	<input type="checkbox"/>
Do you want to report additional issues regarding this student? <input type="checkbox"/>	

6. After completing the information, select Submit. You will receive a confirmation message on the next screen.

Within two business days a case worker will be assigned to the case and will send an acknowledgement and offer of assistance email to the student and copied to you. The case worker will send updates and notify you of issue resolution.