Using Retention Alert

Contributing Case Information

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

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

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

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	☑
E-mail	☑
Phone	☐
IM (Instant Message)	☐
Standard mail	☐
Voice mail	☐
Text message	☐
Facebook	☐
Written Resp. Graded Work	☐

Do you want to report additional issues regarding this student? ☐

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.