

Receiving Notifications

- When a Retention Alert contribution is made for a student, the system will assign a **Case Owner**. The Case Owner is the student's **Academic Advisor(s)***.
- An automated email will be sent at 8:00 a.m. each day to the **Case Owner**.
- The **Case Owner** will only receive the automated email *if they have given permission to receive notifications*.

If the student does not have an assigned academic advisor, the **Case Owner will be a **Retention Alert Administrator**, located in The Advising Center.*

The image shows the WarriorWeb interface for LC State. The header includes the WarriorWeb logo, a welcome message, and links for Sign out and Help. The main content area displays a grid of service categories. The 'Retention Alert' category is highlighted with a red box, and a red arrow points from the 'Faculty' category to it.

Category	Description
Student Accounts	Here you can view your latest statement and make a payment online.
Financial Aid	Here you can access financial aid data, forms, etc.
Tax Information	Here you can change your consent for e-delivery of tax information.
Banking Information	Here you can view and update your banking information.
Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Course Catalog	Here you can view and search the course catalog.
Grades	Here you can view your grades by term.
Graduation Overview	Here you can view and submit a graduation application.
Advising	Here you can access your advisees and provide guidance & feedback on their academic planning.
Faculty	Here you can view your active classes and submit grades and notices to students.
Retention Alert	Here you can work retention cases or contribute retention information for a student.

