

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 screenshot displays the WarriorWeb interface. At the top, the WarriorWeb logo is on the left, and user account options (Sign out, Help) are on the right. Below the header, a welcome message reads "Hello, Welcome to LC State WarriorWeb" with a prompt to "Choose a category to get started." The main area is a grid of service categories, each with an icon and a brief description. The categories are: Student Accounts, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Advising, Faculty, and Retention Alert. The 'Retention Alert' category is highlighted with a red rectangular border. A red arrow points from the 'Faculty' category to the 'Retention Alert' category.

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.

WarriorWeb

Sign out

Help

[Daily Work](#)
[Retention Alert](#)
[Work Cases](#)

Retention Alert

Cases

My Contributions

Contribute Retention Info

Student

Case Id

Type a Name or ID...

Filter

To receive case notifications regarding your advisees, you MUST toggle this button to the "on" position

Email me if I have a case reminder due

Below is a sample email that will be receive by a Case Owner

Retention Alert - Cases Requiring Your Reveiw

LCStateRetentionAlert@lcsc.edu

To itadmcmp; Debra Lybyer

Summarize

Reply

Reply All

Forward

Wed 9/2/2026 8:48 AM

A new retention alert has been submitted for one or more of your advisees and is ready for your review.

Please log in to WarriorWeb Retention Alert to review your open case(s).

After communicating with the student, update the case with a summary of your interaction. Once the concern has been satisfactorily addressed, please close the case.

If you need additional instructions or information about campus resources available for students, please visit <https://www.lcsc.edu/advising/retention-alert>

Please do not reply to this email. This is an automated message, and replies to this address are not monitored.
For assistance, please contact The Advising Center at tac@lcsc.edu or 208-792-2313.

The following ACADEMIC case(s) need your attention:

Case No.	Student Name	Summary of Case Item Needing Attention
25	Ima Warrior	Student has not completed assignments this week

The following HOUSE case(s) need your attention:

Case No.	Student Name	Summary of Case Item Needing Attention
26	Wally Wolverine	Struggling with roommate