

What is Jenzabar Retention ?

A software designed to streamline and focus student success and retention efforts.

It does the following:

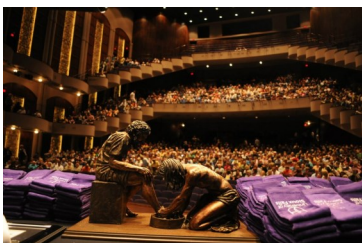
Provides one contact point for student concerns through the Early Alert system.

Uses predictive modeling to identify at-risk students earlier.

Allows greater inclusion of the campus community in student retention efforts.

Incorporate and assess diverse risk factors.

Allows for reporting capacities to help track the effectiveness of our efforts.



STUDENT SUCCESS AND RETENTION TEAM

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In an effort to advance USF's desire to foster academic excellence and the development of mature Christian persons, the Retention Team coordinates collaborative retention efforts and engages in meaningful conversations with students about their success at USF.

GROWING OUR STUDENT SUCCESS AND RETENTION



University of
Sioux Falls

Help track our students from start to graduation...

As faculty and staff, you have significant interactions with our student population and will notice subtle changes in behavior. Your relationships with students are very important and help to grow student success and retention.

What can you do to help?

Help our retention team with the following:

- 1) Submit an **Early Alert** when you are concerned about a student.
- 2) Respond to all **Follow-Up Requests** you may receive.
- 3) Submit **Interventions** in response to Follow-Up Requests to help us track our retention efforts.



What is an **EARLY ALERT?**

An Early Alert is a message sent through Jenzabar Retention to indicate concerns you have about a student.

How to submit an Early Alert:

- 1) Log into My.USF and select the “Retention” tab.
- 2) Click on “Early Alert Message” on the left index.
- 3) Complete all the fields. If you have interacted with the student, please note your interventions in question number seven.

Note: Jenzabar Retention is **NOT** for emergency situations. If you have concerns for a student’s physical or emotional safety, please call:

Campus Safety at 605.321.6400/6591

What is a

FOLLOW-UP REQUEST?

A Follow-Up Request is asking you to take action and address a concern about a student. For faculty, these requests are usually limited to your advisees.

How to respond to a Follow-Up Request:

- 1) Click the link in the Follow-Up Request email you receive to view the request.
- 2) Follow up with the student.
- 3) Use the link provided in the email OR log into My.USF and select the “Retention” tab.
- 4) Add an intervention by clicking on the link provided and completing all the fields.
- 5) Submit your intervention.
- 6) Close out the request by selecting the “Close Out” button.

What is an

INTERVENTION?

An intervention is any action taken to address a concern about a student. Interventions can happen in a variety of contexts and do not have to be formal or follow any particular format.

Interventions may only be submitted in conjunction with an Early Alert or in response to a Follow-Up Request.