

# NEED HELP TO GRADUATE?



ALBANY TECHNICAL COLLEGE

## RETENTION SERVICES CAN HELP.

### **What are Retention Services?**

Retention services are provided to meet the individual and collective needs of students, while persisting toward credential completion and developing into lifelong learners. The Retention Office provides services to improve student retention and completion among academic programs, student engagement, and student success.

Complementing the efforts of the faculty, students are served through a personalized and structured approach that includes the use of an early alert management system, academic tutoring and assessment, skill development, and student-centered workshops.

The Retention Office serves as a liaison to promote student retention and student success to the campus community.



**ALBANY**  
Technical College

[albanytech.edu](http://albanytech.edu)



## RETENTION SERVICES AVAILABLE

- Workshops
- Lending Library
- Connections Groups
- Lunch & Learns
- Counseling Referrals

### Planning for Your Success

Whether it is help with understanding your “My Academic Plan” (MAP), or knowing your resources, we can help you decide what it takes to be a successful student at Albany Technical College.

### Academic Difficulty

We understand that life does not always go as planned. Therefore, you should meet with the Retention Coordinator before making major academic decisions, such as withdrawing from a class, changing programs, or when needing academic guidance.

### Additional Services Offered by the Retention Office

The goal of the Technical College System of Georgia’s (TCSG) Early Alert Management System (TEAMS) is to timely recognize and intervene on recurring attrition concerns and, in turn, enhance academic performance, retention, and on-time degree completion at Albany Technical College.

At risk behaviors include:

- Excessive absences
- Missing assignments, exams, or homework
- Has not logged on or has not had enough time on task for an online course
- Lacking preparation for course
- Personal crisis impacting learning
- Poor performance



### EARLY ALERT SYSTEM

- At-Risk students often need help on the first day; the sooner you intervene with a struggling student, the better the outcome.
- Connect at-risk students to relevant campus resources: students receive individualized feedback and contact from Retention, Special Needs/Disability Services, Special Populations, Academic Achievement Center, or academic support staff
- Early Alert + Early Intervention = Increased Student Retention and Success



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