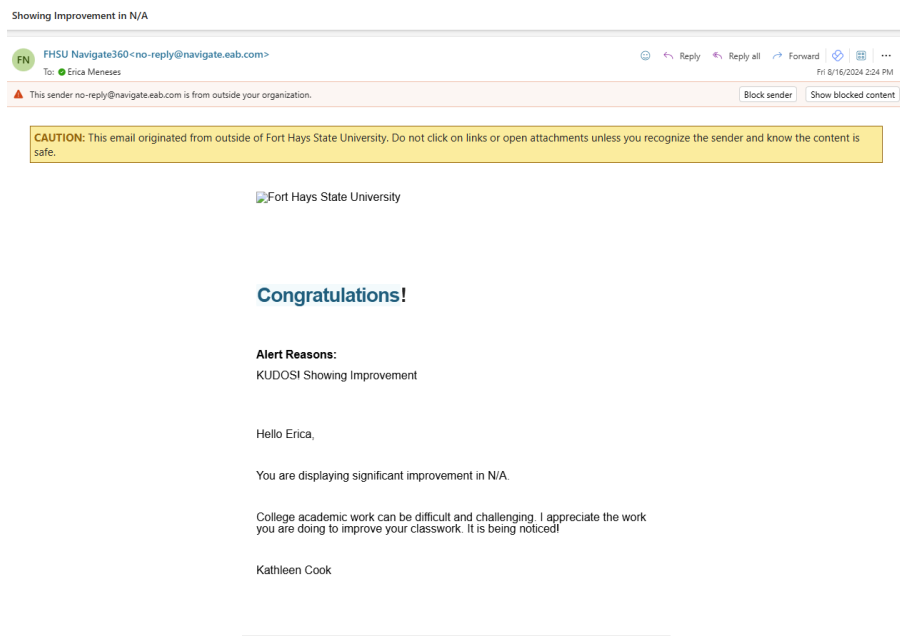


Navigate Automatic System Emails

KUDOS – Showing Improvement Example Email



Automatic Email Content

- **Attendance (3 or more missed Classes)**

Hello { $\$$ student_first_name},

Your { $\$$ course_name} instructor has indicated that you have missed multiple classes. Please contact your instructor regarding this course to discuss your options.

We want you to be successful. Please let us know if we can help connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu

- **In Danger of Failing**

Hello {\$student_first_name},

Your {\$course_name} instructor has indicated that you are in danger of failing the course. Please contact your instructor to identify what steps you can take to improve your standing in the course.

Please let us know if we can help connect you to any FHSU resources!

FHSU Early Alert Team

Earlytigeralert@fhsu.edu

- **Lack of Participation (only sends an automatic email to student)**

Hello {\$student_first_name},

Your {\$course_name} instructor has indicated that you lack participation in the course (either in-class or through Blackboard). Remember, class participation is a crucial part of the learning process and often part of your final grade. Please contract your instructor if you think this is incorrect or to identify ways to enhance your engagement within the course.

We want you to be successful.

Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu

- **Missing Assignments (only sends an automatic email to student)**

Hello {\$student_first_name},

Your {\$course_name} instructor has indicated that you have missing assignments in the course (either in-class or through Blackboard). Please contact your instructor if you think this is incorrect or to identify what steps you need to take next to complete the missing work.

Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu

- **Poor Performance on Quizzes/Exams (only sends an automatic email to student)**

Hello {\$student_first_name}

Your {\$course_name} instructor has indicated that you have performed below expectations on an exam, test, paper, or some other form of evaluation. To learn how you can improve, please contact your instructor as soon as possible. You can also look into FHSU academic tutoring options at: <https://www.fhsu.edu/retention/asp/>

We want you to be successful. Please let us know if we can connect you to any FHSU resources!

FHSU Early Alert Team

earlytigeralert@fhsu.edu

- **You are starting to go off track**

Hello {\$student_first_name},

You are starting to go off track in {\$course_name}. College academic work can be difficult and challenging. Please find time to talk to me, and I would suggest looking into FHSU's tutoring and support services.

{\$completer_name}

CAMPUS RESOURCES

- **Academic Advisor** – Discuss strategies or options to withdraw from the course.
 - **Faculty Mentor** – Discuss strategies for careers and internships.

 - [Academic Success Programs](#) – Peer Tutoring and Student Success Coaching. (FWCSS 110, success@fhsu.edu , 785 628-4260)
 - [Career Exploration](#) – Explore FHSU majors and find the right fit for you. (FWCSS 142, advising@fhsu.edu , 785 628-5577)
 - [Career Services](#) – Look into jobs, internships, and career resources. (FWCSS 142, careers@fhsu.edu , 785 483-4260)
 - [Registrar's Office](#) - Registration Deadlines, transcripts, and preparing for graduation. Your [Degree Analyst](#) can help keep you on track toward your degree (Picken Hall 302, registrar@fhsu.edu)
 - [Student Fiscal Services](#) – Information on registration, deadlines, refunds, payment options and general student financial account information. (Picken Hall 317, 785-628-5251)
 - [Financial Aid](#) – Financial aid questions, financial literacy education, and more. (finaid@fhsu.edu , Picken Hall 202, 785-628-4408)
 - [International Student Services](#) – for international students. (international@fhsu.edu , Memorial Union 014, 785-628-4176)
 - [Student Engagement](#) – Find clubs, organizations and activities to get involved. (FWCSS 2nd Floor, engage@fhsu.edu , 785-628-4664)
 - [TigerTech](#) – serves as the HelpDesk for FHSU. If you have issues accessing Blackboard, Workday, or your FHSU email you can live chat on their website. (Tomanek Hall 127, 785-628-3478)
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- **You cannot pass (withdrawal before last date)**

Hello { \$student_first_name },

Your { \$course_name } instructor has submitted feedback that you cannot pass the { \$course_name } this semester. You needed to contact your academic advisor to discuss your academic plan. There are important deadlines for withdrawal from a course! Learn more about the FHSU [withdrawal schedule](#) and the [steps to withdrawal](#) in FHSU Workday.

FHSU Early Alert Team

earlytigeralert@fhsu.edu

- **KUDOS! Showing Improvement**

Hello {\$student_first_name},

You are displaying significant improvement in {\$course_name}.

College academic work can be difficult and challenging. I appreciate the work you are doing to improve your classwork. It is being noticed!

{\$completer_name}

- **KUDOS! Keep up the good work!**

Hello {\$student_first_name},

I appreciate your dedication and hard work in {\$course_name}. Keep up the good work!

{\$completer_name}