See Instructor During Office Hours

Dear {Student First Name},

Your instructor, {Alert Raiser Name}, would like for you to stop by during office hours to discuss the following regarding your {Course Name} course:

{Alert Comments for Student}

You may find your instructor's office hours in Student Support Network by going to your Support Team and clicking on your instructor's name. If your instructor does not have office hours listed, please refer to your syllabus for your instructor's availability.

If you have questions regarding this notification, please contact your instructor directly at {Alert Raiser Email}

This message is being sent on behalf of {Alert Raiser Name}, via the UCCS Student Support Network.

Cannot Pass Alert Raised

Dear {Student First Name},

I wanted to reach out to you because I am concerned about your progress in {Course Name}. At this point in the semester, your current and projected grade in this course shows that you are unable to complete this course with a passing grade. This means that if you remain in the course, you would receive an F for this course on your transcript, which may impact your GPA.

I recommend that you consider dropping this course before {Term Census Date} which will allow you to receive a W on your transcript instead of an F. A grade of W (withdrew) does not impact your GPA negatively. This is important for maintaining good standing with your college.

If you think that you received this email in error, please contact me as soon as possible so that we can discuss this. I also recommend that you contact your academic advisor to talk about how dropping this course versus earning a failing grade might impact your degree plan. They can help you consider your options in a larger way. I know that many students have had stressful things occur outside of the classroom. If you feel like stress or other things are impacting your ability to succeed as a student, you have many resources here on campus who are willing to help support you. I will include a list of a few of those support resources below.

Again, your inability to pass this course this semester does not mean that you cannot be successful at UCCS. Reach out to me, or other support on campus and work to make a plan for success for next semester.

Sent on behalf of {Alert Raiser Name}
{Alert Raiser Email}

No Show Alert Raised

Dear {Student First Name},

I'm writing because I have noticed that you are registered for {Course Name} but I do not have in my records that you have attended the course. If you are still planning to stay in this course, please email me or visit me during my office hours so that we can discuss your options. If you are not planning to stay in this course, please contact your academic advisor (719-255-3260) to help you dis-enroll from the course.

To review your academic performance and to create a plan for your success, schedule an appointment with your academic advisor. You can do so by logging in to Student Support Network (instructions below) or by calling 719-255-3260.

If you need assistance with academic skill development (time management, test-taking, note-taking, etc.) or would like to discuss other personal concerns that may be impacting academic performance, also schedule an appointment with Student and Family Connections by logging in to Student Support Network or by calling 719-255-3570.

To schedule an appointment in Student Support Network:
1. Log in to the **Student Support Network** with your UCCS email address and password.
2. Click on the **My Support Team** tile or scroll down to Support Team.
3. Find the person (in **My Support Team**) you'd like to schedule an appointment with.
4. Click **Schedule Appointment** (this option is only available if the person has online appointment scheduling available)

Not Spending Enough Time Alert Raised
Dear {Student First Name},

I'm writing because I am concerned that you may not be spending enough time accessing your course materials/coursework and/or may be missing assignments for {Course Name}. I would like to meet with you to discuss this. Please visit me during my office hours (posted in the course syllabus) so that we can work together to identify areas and strategies for improvement. If you are unavailable to meet during my office hours, please email me at {Alert Raiser Email} or touch base with me after class so that we can find another time to meet.

In addition to meeting with me, I encourage you to take advantage of other academic support resources at UCCS:
- **Excel Centers**: There are four Excel Centers at UCCS to assist you with gaining a better understanding of the content in your courses. Each center offers free peer tutoring and work and study spaces. For more details and hours of operation, visit www.uccs.edu/excel.
- **Student and Family Connections**: Student and Family Connections (Main Hall 324) will meet with any student at UCCS to assist with developing and fine-tuning academic skills such as time management, note-taking, reading, and understanding your learning style. Additionally, peer coaches will help students to establish academic goals and develop a success plan to reach those goals. To schedule an appointment with Student and Family Connections, log in to Student Support Network or call 719-255-3570.
- **Academic Advising**: If you have questions regarding your academics and aren't sure where to go, your academic advisor is a great place to start. Not only will they assist you with helping to stay on track with your degree plan, they will help you navigate your college experience,

connecting you to resources that will help you to succeed. To schedule an appointment with your academic advisor, log in to Student Support Network or call 719-255-3260.

Sent on behalf of {Alert Raiser Name}

{Alert Raiser Email}

To schedule an appointment in Student Support Network:
1. Log in to the **Student Support Network** with your UCCS email address and password.
2. Click on the **My Support Team** tile or scroll down to Support Team.
3. Find the person (in **My Support Team**) you'd like to schedule an appointment with.
4. Click **Schedule Appointment** (this option is only available if the person has online appointment scheduling available)

Low Test/Quiz Score Alert Raised

Dear {Student First Name},

I'm writing because I am concerned about your low test or quiz score in {Course Name}. I would like to meet with you to discuss your assignment. Please visit me during my office hours (posted in the course syllabus) so that we can work together to identify areas and strategies for improvement. If you are unavailable to meet during my office hours, please email me at {Alert Raiser Email} or touch base with me after class so that we can find another time to meet.

In addition to meeting with me, I encourage you to take advantage of other academic support resources at UCCS:

- **Excel Centers**: There are four Excel Centers at UCCS to assist you with gaining a better understanding of the content in your courses. Each center offers free peer tutoring and work and study spaces. For more details and hours of operation, visit www.uccs.edu/excel.
- **Student and Family Connections**: Student and Family Connections (Main Hall 324) will meet with any student at UCCS to assist with developing and fine-tuning academic skills such as time management, note-taking, reading, and understanding your learning style. Additionally, peer coaches will help students to establish academic goals and develop a success plan to reach those goals. To schedule an appointment with Student and Family Connections, log in to Student Support Network or call 719-255-3570.
- **Academic Advising**: If you have questions regarding your academics and aren't sure where to go, your academic advisor is a great place to start. Not only will they assist you with helping to stay on track with your degree plan, they will help you navigate your college experience, connecting you to resources that will help you to succeed. To schedule an appointment with your academic advisor, log in to Student Support Network or call 719-255-3260.

Sent on behalf of {Alert Raiser Name}

{Alert Raiser Email}

To schedule an appointment in Student Support Network:
1. Log in to the **Student Support Network** with your UCCS email address and password.
2. Click on the **My Support Team** tile or scroll down to Support Team.
3. Find the person (in **My Support Team**) you'd like to schedule an appointment with.
4. Click **Schedule Appointment** (this option is only available if the person has online appointment scheduling available)

In Danger of Failing Alert Raised

Dear {Student First Name},

I wanted to write because I am concerned about your progress in {Course Name}. There may still be time to pull up your grade with hard work and commitment to avoid failing, but you must make changes now.

If you are wishing to continue in this course, please email me to discuss passing this course. I would also like for you to schedule an appointment with your academic advisor or Student and Family Connections to create a success plan. To schedule, an appointment with your advisor or a success coach log into Student Support Network (instructions below).

If you are thinking about withdrawing from this course, you need to schedule an appointment with your academic advisor to discuss your options before doing so. To schedule, an appointment with your advisor log into Student Support Network (instructions below). See below for more information regarding Withdrawing from a Course.

Sent on behalf of {Alert Raiser Name}
{Alert Raiser Email}

Withdrawing from a Course:
1. Call 719-255-3260 or log into Student Support Network to schedule an appointment with your academic advisor to discuss how withdrawing from this course may affect your degree plan.
2. Log in to your student portal. Click on "register for classes". Click on "Drop" under the "Enroll" tab. Select the course(s) that you would like to withdraw from. Then click "Drop Selected Classes." Review that the correct course(s) that you want to withdraw from are listed. Then click "Finish Dropping."
3. The last day to withdraw from full-semester length courses is **{Term Census Date}**.

Other things to consider before withdrawing from a course:
- If you are receiving financial aid (loans, scholarships, grants), how might withdrawing from a course versus earning an "F" affect your financial aid? If you are not sure, please contact Financial Aid at 719-255-3460 or email finaid@uccs.edu to talk with a Financial Aid Counselor.
- If you are using the GI Bill to pay for school, are you allowed to withdraw from a course? If you are not sure, please contact the Office of Veterans and Military Student Affairs at 719-255-3253 or via email at military@uccs.edu.
- If you are an athlete, how might withdrawing from course versus earning an "F" affect your eligibility? If you are not sure, please talk with your coach before withdrawing from the course.
- If you are an international student, are you allowed to withdraw from a course? Be sure to check with the International Affairs Office at 719-255-5018 or by email at international@uccs.edu before withdrawing from a class and to discuss your options.

Additional resources for assistance:
UCCS Wellness Center | uccs.edu/wellness | 719-255-4444 | wellness@uccs.edu

UCCS Office of the Dean of Students | uccs.edu/dos | 719-255-3091 | dos@uccs.edu

To schedule an appointment in Student Support Network:

1. Log in to the Student Support Network with your UCCS email address and password.
2. Click on the My Support Team tile or scroll down to Support Team.
3. Find the person (in My Support Team) you'd like to schedule an appointment with.
4. Click Schedule Appointment (this option is only available if the person has online appointment scheduling available).

Attendance Concern - Unexcused Absences Raised

Dear {Student First Name},

I am concerned about you missing class. Attending class is the first step in accomplishing your academic goals.

To review your academic performance and to create a plan for your success, schedule an appointment with your academic advisor. You may do so by logging in to Student Support Network.

If you need assistance with academic skill development (time management, test-taking, note-taking, etc.) or would like to discuss other personal concerns that may be impacting academic performance, also schedule an appointment with Student and Family Connections by logging in to Student Support Network or by calling 719-255-3570.

If you would like to talk with me, please email me or visit me during my office hours. I hope I will see you in class soon.

Sent on behalf of {Alert Raiser Name}
{Alert Raiser Email}

Low Assignment Quality Alert Raised

Dear {Student First Name},

I'm writing because I am concerned about your low assignment score in {Course Name}. I would like to meet with you to discuss your assignment. Please visit me during my office hours (posted in the course syllabus) so that we can work together to identify areas and strategies for improvement. If you are unavailable to meet during my office hours, please email me at {Alert Raiser Email} or touch base with me after class so that we can find another time to meet.

In addition to meeting with me, I encourage you to take advantage of other academic support resources at UCCS:

- **Excel Centers**: There are four Excel Centers at UCCS to assist you with gaining a better understanding of the content in your courses. Each center offers free peer tutoring and work and study spaces. For more details and hours of operation, visit www.uccs.edu/excel.
- **Student and Family Connections**: Student and Family Connections (Main Hall 324) will meet with any student at UCCS to assist with developing and fine-tuning academic skills such as time management, note-taking, reading, and understanding your learning style. Additionally, peer coaches will help students to establish academic goals and develop a success plan to reach those goals. To schedule an appointment with Student and Family Connections, log in to Student Support Network or call 719-255-3570.

- **Academic Advising**: If you have questions regarding your academics and aren't sure where to go, your academic advisor is a great place to start. Not only will they assist you with helping to stay on track with your degree plan, they will help you navigate your college experience, connecting you to resources that will help you to succeed. To schedule an appointment with your academic advisor, log in to Student Support Network or call 719-255-3260.

Sent on behalf of {Alert Raiser Name}
{Alert Raiser Email}

To schedule an appointment in Student Support Network:
1. Log in to the **Student Support Network** with your UCCS email address and password.
2. Click on the **My Support Team** tile or scroll down to Support Team.
3. Find the person (in **My Support Team**) you'd like to schedule an appointment with.
4. Click **Schedule Appointment** (this option is only available if the person has online appointment scheduling available)

Kudo:

Dear {Student First Name},

We are pleased to inform you that you have received kudos from {Alert Raiser Name}. Your performance has been recognized, and you should be proud of your hard work and dedication.

{Alert Comments for Student}

We hope this inspires you to continue pursuing your academic goals with the same level of commitment. Your success reflects your hard work, and we have no doubt that you will continue to achieve great things.

Please know that we are here to support you every step of the way.

Best Regards,

UCCS Student and Family Connections
719-255-3570 | Main Hall 324 | www.sfc.uccs.edu