EARLY ALERT – NO SHOW FLAG
On-Line Course
Sample Email to Student

Don Maitz has flagged you for never attending class in Introduction to Microbiology. Not attending class can affect your grades, financial aid, and academic performance. It is not too late to change your attendance habits.

Your instructor’s comments are: Rachel missed 3 classes this month.

Please be aware of the last day to drop a full-term course. To address this notice, take the following steps immediately:

- Speak with Don Maitz (firstname.lastname@und.edu) to determine what options you have to raise your grade.
- Contact One Stop Student Services (701.777.1234) to discuss how failing or dropping a course may impact your financial aid.
- Speak with your academic advisor about how failing or dropping a course will affect your program of study. (Your advisor is listed in Starfish in your My Success Network.)

There are many resources available to assist you, not only this semester, but as you plan for next semester and continue your academic journey at UND. You can find a list of these resources by clicking here.

Sincerely,

Shari K. Nelson, MA
Student Academic Services