

## EARLY ALERT – NO SHOW FLAG

### Sample Email to Student

Instructors will be sending out early alert notifications from September 10-19, 2021. Don Maitz, your instructor in Introduction to Microbiology, has flagged you for never attending this class. 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.

To address this notice, take the following steps immediately:

1. Speak with your instructor to determine what options you have to raise your grade.
2. Speak with your academic advisor about how failing or dropping a course will affect your program of study. You can schedule an appointment with your advisor by using [Starfish](#). You will find your advisor's name in [My Success Network](#).
3. Contact [One Stop Student Services](#) to discuss how failing or dropping a course may impact your financial aid.
4. Make an appointment with [Learning Services for academic coaching](#) to review study skills such as time management and studying for a test.
5. Schedule an appointment for [tutoring](#) (walk-ins are also available).

Important dates and deadlines, including the last day to withdraw from a full-term course, can be found [here](#).

If you have any questions regarding why you are receiving this notification, please contact your instructor.