

Templates for emails to students for FLAGS (come from the flag raiser)

Attendance Concern:

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] We miss you in Introduction to Microbiology

Dear Rachel,

Class isn't the same without you!

You can be successful in your academic studies and attending class is the first step to accomplishing your goals. Missing class content can affect your grades, academic performance, and possibly have financial consequences. It's not too late for you to change your attendance habits.

Here are my additional comments:
Rachel missed 3 classes this month.

Trinity has many resources available to help you succeed in your classes. Make an appointment with your advisor or check out the website for more information!

Sincerely,
Yasmin Gold

Recommendation to Withdraw

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Stay on your academic path

Dear Rachel,

You have not yet progressed to a passing grade in Introduction to Microbiology, and time is running out this term.

But, students who took these two steps were more likely to continue on their academic path

1. Meet with your **academic advisor** about withdrawing from this course.
2. Talk with a someone in **financial aid** to be sure you understand the financial implications of withdrawing and repeating.

Let me know if you need anything else from me or have any questions.

Sincerely,
Yasmin Gold

Templates for emails to students for KUDOS (come from the flag raiser)

*Note: subject line *will* read correct name of Kudos*

You are Off to a Great Start

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Way to go!

You are off to a great start in Introduction to Microbiology!!

Here are my additional comments:
Has maintained a 98% in the class.

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sincerely,

Yasmin Gold

Keep up the Good Work

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Way to go!

Keep up the great work in Introduction to Microbiology!!

Here are my additional comments:
Has maintained a 98% in the class.

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sincerely,

Yasmin Gold

Outstanding Academic Performance

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Way to go!

Your academic performance in Introduction to Microbiology has been outstanding!

Here are my additional comments:
Has maintained a 98% in the class.

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sincerely,

Yasmin Gold

Showing Improvement

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Way to go!

Your academic performance in Introduction to Microbiology is really improving!

Here are my additional comments:
Has maintained a 98% in the class.

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sincerely,

Yasmin Gold

Thanks for Being Exceptional

 

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work

Dear Rachel,

Thanks for being exceptional!

Here are my additional comments:
Has maintained a 98% in the class.

Trinity is great because of students like you, thank you!

Sincerely,

Yasmin Gold

Way to Follow Through

 

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] Kudos! Keep up the good work

Dear Rachel,

Well done - you did what you said you were going to do!

Here are my additional comments:
Has maintained a 98% in the class.

Trinity is great because of students like you, thank you!

Sincerely,

Yasmin Gold

Templates for emails to students for REFERRALS (come from the flag raiser)

*Note: subject line *will* read correct name of Kudos*

Professional Advising

★✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?

I think you would benefit the services provided by the Professional Advising team on campus, including course planning, exploring majors, and managing academic difficulty.

You can find more information and contact details on your college's webpage or reach out to the Interim Director of Advising, [Steven Gilmore](#), who can help you connect with the best advisor to support you.

Sincerely,

Yasmin Gold

Tutoring

★✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?

I think you would benefit the services provided by Academic Support, including tutoring, one-on-one consultations, and academic success seminars.

Please follow up with this office as soon as possible to get the assistance you need quickly.

You can find more information and contact details at <https://www.trinitydc.edu/academic-services/>

Sincerely,

Yasmin Gold

Career Services

★✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?
I think you would benefit the services provided by the Office of Career Services, including career counseling, resume writing, and internship assistance.
You can find more information and contact details at <https://www.trinitydc.edu/career/>

Sincerely,
Yasmin Gold

Disability Support Services

★✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?
Based on our conversations, I think you would benefit the services provided by The Office of Disability Support.
You can find more information and contact details at <https://www.trinitydc.edu/disability/>

Sincerely,
Yasmin Gold

Enrollment Services

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?

I think you would benefit the services provided by Enrollment Services, including financial aid counseling, transfer credits, and support registering for classes.

You can find more information and contact details at <https://www.trinitydc.edu/enrollment/>

Sincerely,

Yasmin Gold

Student Affairs

✦✕

From no-reply@trinitydc.edu
Reply To no-reply@trinitydc.edu
BCC starfishtrap@trinitydc.edu
Subject [Starfish] I believe you would benefit from a(n)Tutoring Referral

Dear Rachel,

Did you know that students who use the campus support services are more likely to pass their courses and complete their academic goal(s)?

I think you would benefit the services provided by Student Affairs which incorporates a variety of services including housing and residence life, health and wellness, and crisis resources.

You can find more information and contact details at <https://www.trinitydc.edu/student-affairs>

Sincerely,

Yasmin Gold