Student receives an email which states:

Dear [Student First Name],

I want you to be successful in all of your courses. I am concerned about your class assignments in [Course Name] and want to help.

Please contact me to discuss ways you can improve your performance in this course or any difficulties you are experiencing in the class. If you would like to discuss this in person, my office hours and location are in your course syllabus.

Virginia Western offers a number of resources to support your academic success in the Academic Link (Link Learning Commons- main floor of Brown Library). The college offers at no cost:

- Academic Success Coaching
- Individualized Tutoring
- Assistance with computer applications like Microsoft Office, Blackboard, MyMathLabs, etc.
- Walk-In Writing Center for assistance revising papers for any academic course
- Walk-In Math Center for assistance in any level of mathematics

The services provided by the Academic Link can have a powerful impact on academic success. I urge you to consider taking advantage of these resources. Additional information about the Academic Link learning assistance programs can be found at http://www.virginiawestern.edu/services/link/index.php.

NOTE: This section will only appear if the instructor adds a comment to the Flag

Additional Information for Your Success: Instructor Comments

- Student contacts instructor
- Instructor makes comments (if needed) and clears Flag
- If student seeks individualized tutoring, Tutor Coordinator will make comment and close the loop
- If first semester student, New Student Advisor contacts student to provide intervention
- New Student Advisor adds comment to Flag with attempted contacts
- New Student Advisor makes comment and closes the loop when contact is made