Student receives an email which states:

Dear [Student First Name],

Records indicate that you have not yet attended [Course Name].

If you intend to complete this course, please contact me as soon as possible so that we can discuss your next steps.

If you do not intend to complete this course, please log-in to My VWCC to adjust your schedule or visit the Admissions Office in Chapman Hall for assistance. If you have any questions about how schedule adjustments may affect financial aid, please visit the Financial Aid Office in Chapman Hall.

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

Additional Information for Your Success: Instructor Comments

Sincerely,

[Instructor]

Student contacts instructor

Instructor makes comments (if needed) and clears Flag

Student drops class or gets dropped through No Show Roster

Instructor makes comments (if needed) and clears Flag

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

Updated 7.9.14