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Questions? Send email to starfish@bemidjistate.edu ...........................................................................
To Students When Faculty Raise a Flag

BSU Attendance Concern Flag Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: BSU Attendance Concern in Introduction to Microbiology

Dear Rachel Lands,

BSU is committed to helping you stay on track in your classes and we want to support you in achieving your academic goals. We are contacting you because Yasmin Gold has raised the BSU Attendance Concern flag on you in Introduction to Microbiology.

Here are the professor’s comments: 
*Rachel missed 4 classes the past two weeks.*

Attending class is the first step toward success in your academic studies. Missing class content can affect your grades and academic performance. It is not too late to change your attendance habits, and it is important that you begin attending class regularly.

Your professor raised this flag out of concern for you and your academic success. Please contact Yasmin Gold immediately for suggestions for improvement in this course.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

You can contact our office by replying to this email, or consider contacting your advisor, for resources.

We care about your Success!

The Advising Success Center Staff

*Advising Success Center*
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu
BSU Missing/Late Assignments Flag Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: BSU Missing/Late Assignments in Introduction to Microbiology

Dear Rachel Lands

BSU is committed to helping you stay on track in your classes and we want to support you in achieving your academic goals. We are contacting you because Yasmin Gold has flagged you for BSU Missing/Late Assignments in Introduction to Microbiology.

Your professor’s additional comments are: *Rachel has not turned in two major papers and it is too late to turn them in. She has not participated in 3 out of 4 online discussions and did not submit 1 of 3 worksheets.*

Interacting with the course material is one of the best ways to master the course content. Failing to complete assignments and submit them on time may result in a significantly lower grade in this class.

Your professor raised this flag out of concern for you and your academic success. Based on your progress in this course thus far and without a substantial change in your work, you might be in danger of failing this course. Please contact Yasmin Gold immediately for suggestions for improvement in this course.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

You can contact our office by replying to this email, or consider contacting your advisor, for resources.

We care about your Success!

The Advising Success Center Staff

**Advising Success Center**
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu
BSU Low Quiz/Test Scores Flag Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: BSU Low Quiz/Test Scores in Intermediate Algebra

Dear Rachel Lands,

BSU is committed to helping you stay on track in your classes and we want to support you in achieving your academic goals. We are contacting you because Yasmin Gold is concerned about your course grades and has flagged you for BSU Low Quiz/Test Scores in Introduction to Microbiology.

Here are the professor’s additional comments:
Rachel has good attendance but really struggles. She has not passed the basic terms test yet. This is why she has such low quiz and test scores. She currently has a 34%.

Your professor raised this flag out of concern for you and your academic success. It is not too late to improve your overall grade in this class! Please contact Yasmin Gold immediately for suggestions for improvement in this course.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

You can contact our office by replying to this email, or consider contacting your advisor, for resources.

We care about your Success!

The Advising Success Center Staff

Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
Fax: (218) 755-2228
advising@bemidjistate.edu
BSU In Danger of Failing Flag Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Your academic progress in Introduction to Microbiology

Dear Rachel Lands,

BSU is committed to helping you stay on track in your classes and we want to support you in achieving your academic goals. Each term, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. Your professor, Yasmin Gold, alerted us that there is a concern about your academic progress in Introduction to Microbiology.

Here are the professor’s additional comments:
Rachel has spotty attendance, scored low on tests and has done only 10% of homework.

Your professor raised this flag out of concern for you and your academic success. Based on your progress in this course thus far and without a substantial change in your work, you are in danger of failing this course. Please contact Yasmin Gold immediately for suggestions for improvement in this course.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

You can contact our office by replying to this email, or consider contacting your advisor, for resources.

We care about your Success!

The Advising Success Center Staff

Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
Fax: (218) 755-2228
advising@bemidjistate.edu
BSU Never Attended Class Flag Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: BSU Never Attended Class in Introduction to Microbiology

Dear Rachel Lands,

BSU is committed to helping you stay on track in your classes and we want to support you in achieving your academic goals. We are contacting you because Yasmin Gold has flagged you for never having attended Introduction to Microbiology.

Attending class is the first step toward success in your academic studies. Missing class content can affect your grades and academic performance. If you still intend to take this class, it is important that you begin attending class immediately. You should also contact Yasmin Gold immediately for suggestions about how you can get caught up on class material you have missed so far.

If you do not plan to ever attend this class, you should drop/withdraw from the course. There are deadlines for dropping and withdrawing from class. If you do not withdraw from the course or never attend the course, you will fail the course and still be financially responsible for the course. Receiving an F grade for this course will negatively impact your academic progress. It may also affect your eligibility for financial aid in the future.

Please contact the Advising Success Center, your advisor, or the records office (located in Deputy 101 or at 218-755-2020) if you need help withdrawing from this class.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

You can contact the Advising Success Center by replying to this email, or consider contacting your advisor, for resources.

We care about your Success!

The Advising Success Center Staff

Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
Fax: (218) 755-2228
advising@bemidjistate.edu
To the Student When the Student Raises a Flag

Message to Student in Response to BSU Student Needs Help in a Course

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Thank you for raising your hand!

Dear Rachel,

We have received the following request:
Category: I Need Help in a Course
Course: Introduction to Microbiology
Raised On: 4/27/2014 11:00 PM CDT
Your Comments: I am getting Ds on my tests in this class no matter how much I study for it.

Thank you for raising your hand and being proactive in finding assistance.

If you have not already done so, please contact the professor for Introduction to Microbiology immediately to find out if there are teaching assistants or tutors for this course who can help you understand the course material. You should also ask your professor for suggestions for improvement in this course.

We believe you can be successful in your academic studies. Our institution has many resources that can aid your effort to improve academic performance and assist with personal concerns.

A member of the Advising Success Center will contact you to discuss your concerns about this class.

We care about your Success!

The Advising Success Center Staff

Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu
Message to Student in Response to
BSU Student Needs Help Finding Ways to Pay for College

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Thank you for raising your hand!

Dear Rachel,

We have received the following request:

**Category:** Need Help Finding Ways to Pay For College
**Raised On:** 8/18/2016 3:23 PM CDT
**Your Comments:** My loan was declined and I need more money to pay for fall semester.

Thank you for raising your hand and being proactive in finding assistance. A member of the Advising Success Center or the Financial Aid Office will contact you to discuss your concerns.

Sincerely,

The Advising Success Center Staff

**Advising Success Center**
Decker Hall 202
Phone: (218) 755-4226
Fax: (218) 755-2228
advising@bemidjistate.edu
To Students When the Faculty Issue Kudos

Keep Up the Good Work Kudo Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Kudos! Keep up the good work in Introduction to Microbiology

Dear Rachel,

Congratulations!

Yasmin Gold submitted the following compliment about your performance in Introduction to Microbiology on 4/28/2014 1:00 PM CDT.

Has maintained a 91% in the class.

Your dedication and hard work in the classroom will steer you toward your academic goals. Keep up the good work!

The Advising Success Center Staff
Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu

Showing Improvement Kudo Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Kudos! Showing Improvement in Introduction to Microbiology

Dear Rachel,

Congratulations!

Yasmin Gold submitted the following compliment about your performance in Introduction to Microbiology on 4/28/2014 1:00 PM CDT.

Quiz scored have significantly improved.

Your dedication and hard work in the classroom will steer you toward your academic goals. Keep up the good work!

The Advising Success Center Staff
Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu
Outstanding Academic Performance Kudo Message to Student

From: advising@bemidjistate.edu
Reply To: advising@bemidjistate.edu
BCC
Subject: Kudos! Outstanding Academic Performance in Introduction to Microbiology

Dear Rachel,

Congratulations!

Yasmin Gold submitted the following compliment about your performance in Introduction to Microbiology on 4/28/2014 1:00 PM CDT.

Your presentation was thorough and easy to understand.

Your dedication and hard work in the classroom will steer you toward your academic goals. Keep up the good work!

The Advising Success Center Staff
Advising Success Center
Decker Hall 202
Phone: (218) 755-4226
advising@bemidjistate.edu
To Advisors, Faculty, & Support Personnel (as Applicable)  
When a Flag is Raised

Note: The same format is followed for all flags raised by either a faculty member or a student.

From: advising@bemidjistate.edu  
Reply To: advising@bemidjistate.edu  
BCC

Subject: In Danger of Failing: Rachel Lands

Support Personnel’s Name,

The BSU In Danger of Failing item has been raised by Yasmin Gold for Rachel Lands.

Item Details

Student: Rachel Lands  
Item Name: BSU In Danger of Failing  
Category: Academic  
Description: Use this Flag when a student is in danger of failing a course. E-Mail message regarding this Flag with the instructor’s comments will be sent to student from the Advising Success Center.  
Raised By: Yasmin Gold  
Course Context: Introduction to Microbiology  
Raised On: 11/16/2016  
Raise Notes: Rachel has spotty attendance, scored low on tests and has done only 25% of homework.

This email is a service of Starfish. Click here to change your notification preferences.
To Support Personnel When a Flag Has Been Assigned

From: advising@bemidjistate.edu  
Sent: Friday, December 2, 2016 2:25 PM  
To: Support Staff Person's Name  

Subject: Requesting Your Help with the BSU Attendance Concern flag for Rachel Lands

The BSU Attendance Concern flag has been raised on Rachel Lands, and we are requesting your assistance to help the student resolve this flag.

Flag Details:  
Raised by: Yasmin Gold  
Course: Introduction to Microbiology  
Raise Notes: Rachel has missed the last 5 class sessions.

Please reach out to Rachel Lands and encourage the Rachel to contact either Yasmin Gold or you to discuss the matter.

You can find the student’s contact information and any additional information about this flag by logging into Starfish. Select Tracking from the Students tab drop-down. Hover over the BSU Attendance Concern flag icon for this student and select Details.

We ask that you track your outreach efforts in Starfish by doing the following:

- Hover your mouse over the BSU Attendance Concern Flag and click on Comment.
- Enter a brief note summarizing how you reached out to this student.
- Click Send copy of comment to flag raiser so the faculty member who raised the flag knows outreach to the student has occurred.
- Click Send copy of note to yourself if you would like an email message about your outreach efforts.
- Click the Submit button.

Track any subsequent conversations with either the student or the faculty member who raised the flag in the comments on this flag in Starfish using the above steps.

We appreciate your assistance in helping students resolve concerns as they work toward their academic goals.

If you have any questions about how to handle this assigned flag, please contact our office.

The Advising Success Center  
Decker Hall 202  
Phone: (218) 755-4226  
advising@bemidjistate.edu
When an Appointment Has Been Scheduled, Changed or Cancelled through the Starfish Calendar

From: calendar-ops-ore1@dostarfish.com
Reply To: calendar-ops-ore1@dostarfish.com
BCC
Subject: Yasmin Gold, General Advising Visit, 4/28/2014 11:00 AM CDT

Hi Rachel,

We're confirming that you have scheduled the following appointment:

Scheduled By: Yasmin Gold  
Meeting With: Yasmin Gold and Rachel Lands  
Date: 4/28/2014 11:00 AM CDT  
Location: Whitman Rm 222 (Knock 3 times)  
Reason for Meeting: General Advising Visit  
Instructions: Please arrive 10 minutes early.  
Description: Come talk about your future.  
Course: Introduction to Macrobiology

To make changes to your appointment, please go to Starfish.

From: calendar-ops-ore1@dostarfish.com
Reply To: calendar-ops-ore1@dostarfish.com
BCC
Subject: Yasmin Gold, Discuss Grades, 4/30/2014 11:00 AM CDT

Hi Rachel,

We're confirming that you have canceled the following appointment:

Canceled By: Yasmin Gold  
Meeting With: Yasmin Gold and Rachel Lands  
Date: 4/30/2014 11:00 AM CDT  
Location: Whitman Rm 222 (Knock 2 times)  
Reason for Meeting: Discuss Grades  
Description: Meet with me about grades  
Course: Introduction to Microbiology  
Comment: Grades are fine

To reschedule, please go to Starfish.
To the Student When an Appointment Has Been Scheduled through the Starfish Calendar

Linda Wolf, General Advising Visit, 11/3/2016 11:45 AM CDT

Starfish Calendar <calendar-ops-ore1@dostarfish.com>

Today: 9:56 AM
Student Name:

Required: Starfish Calendar <calendar-ops-ore1@dostarfish.com> Student Name

When: Thu 11/3/2016 11:45a - 12:00p
Where: Decker 240

Accept ? Tentative X Decline ○ Propose new time

Show adjacent items

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.

To always show content from this sender, click here.

Hi Student Name

We're confirming that you have scheduled the following appointment:

Scheduled By: Student Name
Meeting With: Linda Wolf and Student Name
Date: 11/3/2016 11:45 AM CDT
Location: Decker 240
Reason for Meeting: General Advising Visit
Description: Another Test

To make changes to your appointment, please go to Starfish.