

Student Email When a Comment is Added to an Alert by an Advisor or Instructor

From: xxxxxx@rit.edu

Reply To: xxxxxx@rit.edu

Subject: Student Name: Alert Follow-up

When you send a comment to a student, the system will generate a standardized email directly to the student from your email address.

The student's name is auto-populated and the subject you enter is included.

The following note has been added to your student folder by Advisor/Instructor Name:

Hi,
I was wondering if you have followed up with your professor regarding your recent alert?

Please stop in so we can touch base.

Your personalized comments to the student(s) are included.

Thanks,
Advisor/Instructor Name

To follow-up on this note, please contact Advisor/Instructor Name at xxxxxx@rit.edu