

# Instructor Email Notification - Advisor Adds a Comment to Student's Alert

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**From:** xxxxxx@rit.edu

**Reply To:** xxxxxx@rit.edu

**Subject:** Student Name: Alert Follow-up

When an advisor copies an instructor on the alert comment, the system will generate a standardized email directly to the instructor from your email address.

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

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**This is your copy of the note added for (Student's 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.

Thanks,  
Advisor/Instructor Name

The advisor's personalized comments to the student are included for the Instructor to view.