

Student Missed Appointment Email

From: your_email@rit.edu
Reply To: your_email@rit.edu
Subject: Missed Appointment

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

Dear **{Student Name}**,

Your name (as it appears in SIS), the student's name, the date, and the time of the meeting are auto-populated in the email.

You are receiving this message because you missed a meeting that was scheduled with **{Person whom the appointment was scheduled with}** on **{Date & Time of Meeting}**. To reschedule this meeting, [click here to access Starfish](#) and select an available appointment.

How to Schedule an Appointment in Starfish

1. [Access Starfish](#)
2. Select who you need to meet with
3. Click "Schedule Appointment"

The academic alert system is made available to students, advisors, and instructors through the division of Academic Affairs. It is designed to help you succeed at RIT by connecting you with support and resources. If you have questions about the Starfish system, please contact us at starfish@rit.edu

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