

Early Alert Email Your Students Will Receive in the Fourth Week

Dear <student first name>:

UW Oshkosh conducts an Early Alert program for undergraduate students. The purpose of the program is to notify students early in the semester of their course performance so that if needed, appropriate action can be taken. **Please read this entire email carefully!** The following grade information was submitted by your instructors:

The instructor for <course> <grade statement>. [line repeated for each class student is enrolled in – see grade statements below]

If your instructor indicated that your current grade is a C or higher, (*This means your current grade is somewhere in between an A and a C.*) no response is needed.

If no grade was reported and you are confident you are doing well in the course, no response is needed. If, however, you are unsure of your academic performance or suspect you are not doing well, you are encouraged to check your grades on D2L (if posted) or talk directly with your instructor as soon as possible.

If your instructor indicates that your grade is lower than a C and/or you have not attended class regularly, it is critical that you:

1. Talk with your instructor right away; their office location and hours are listed on the course syllabus and/or D2L.
2. Talk with an academic advisor in the Undergraduate Advising Resource Center (UARC), Student Success Center Suite 202. Drop-in times are available every day; check the schedule online at <http://www.uwosh.edu/advising/hours/>.
 - a. If you are a part of the Student Support Services (SSS) program, please contact your SSS advisor, Campus Center for Equity and Diversity (corner of Elmwood & Irving); call 424-1310 to schedule an appointment with your SSS academic advisor.
 - b. If you are a Lifelong Learning & Community Engagement (LLCE) student, please contact your LLCE academic advisor, Dempsey 111, 424-0234.
3. Utilize additional campus resources:
 - a. Center for Academic Resources (CAR): Free tutors for most courses. Student Success Center Suite 102, 424-2290, <http://www.uwosh.edu/car/>
 - b. Math Lab: Free math tutoring. Swart 301 (MATH 100 & 103), <http://www.uwosh.edu/mathematics/developmental-mathematics/developmental-math-tutor-schedule> or Swart 113 (all other math courses), 424-1333, <http://www.uwosh.edu/mathematics/resources/tutor-labs>
 - c. Reading Study Center: Free assistance with study skills, time management, note taking, etc. N/E 201, 424-1031, <http://www.uwosh.edu/readingstudycenter/>

- d. Writing Center: Free assistance with writing in any subject.
Student Success Center Suite 102, 424-1152, <http://www.uwosh.edu/wcenter>
 - e. Counseling Center: Free and confidential assistance with stress management, test anxiety, personal concerns, etc...
Student Success Center Suite 240, 424-2061, http://www.uwosh.edu/couns_center/
 - f. Multicultural Retention Programs: Free support services including writing and math tutoring.
Campus Center for Equity and Diversity, 424-3080, <http://www.uwosh.edu/acad-supp/>
4. If, after consulting the above resources, you feel your grade cannot be improved, it may be in your best interest to drop a course; **Friday, October 18 is the last day to drop 14-week courses.** Prior to dropping a course, you should consult your academic advisor, especially if you will fall below 12 credits for the semester; (including interim) or if you are unsure how the drop may affect future semesters (prerequisites, program admission, graduation, etc.).
5. Prior to dropping a course, you should also contact Financial Aid, Dempsey 104, 424-3377. Counselor walk-in hours are available Monday through Thursday; check the schedule online at: http://www.uwosh.edu/fin_aid/contact-us

You are receiving this e-mail because faculty and staff are concerned about you and want you to be successful. Please do not ignore this email. Talk with someone.

Sincerely,

The Undergraduate Advising Resource Center

GRADE/GRADE STATEMENT:

- o **ACA**; has notified our office that your current grade in this course is lower than a C
- o **ATT**; has notified our office that you have not attended class regularly and your grade could be affected
- o **BOT**; has notified our office that you have not attended class regularly and your current grade in this course is lower than a C
- o **OK**; has notified our office that your current grade in this course is a C or higher
- o **NO**; did not report any grade for you in this course – please note instructor participation is optional