



Only the flagged student receives an email when this flag is raised.

Student View: The student can view this item and the notes entered at initial notification.

Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- *Academic Leadership*
- *Academic Support*
- *Coach*
- *International Student Advisor*
- *Primary Advisor*

Dear [Student First Name],

Professor [Raiser Name] has raised an attendance flag for you regarding [Course Section Id]: [Course Name] with the following comment:

[Raise Notes]

We all want to support you in your journey here at Moravian College but the first step that you to take is to go to class!

Here are some additional steps that may help you:

- Show up to class on time and prepared.
- Contact your instructor, or consult your syllabus, if you are uncertain about the attendance policy in this course.
- If you must miss a class for any reason make sure to notify the instructor and arrange to make up the work or get the notes.

Sometimes getting to class is easier said than done. Please reach out to us if you are having trouble getting to class.

- *Are you feeling behind or overwhelmed in the class?* Visit the professor's office hours (office hours are listed in the syllabus) to discuss ways to stay on track and stay focused. You can also email the instructor who raised this flag simply by replying to this email.
- *Are you having difficulties getting to class on time? Is it an early-morning class time issue?* Talk with your advisor about the challenges you're having getting to class.
- *Are you struggling with depression or other issues that may be making it difficult to attend class?* Visit the counseling center to work through these concerns call or email them to make an appointment at 610.861.1510 or counselingcenter@moravian.edu. The counseling center is located at 1307 Main Street.

- *Has the stress of the semester gotten to you?* Work with your advisor about how to manage the responsibilities of your semester. You can also contact the Academic Support Office (610-861-1647) to discuss successful academic strategies.

Should you need guidance with any of the above suggestions, or for any other reason, you can also contact the Student Success Team at studentsuccess@moravian.edu. In addition, you can always contact your advisor for assistance and advice. We look forward to hearing from you!

Wishing you much success,

The Student Success Team