

OFFICE OF UNDERGRADUATE STUDIES

MySuccess @ KU

FLAG EMAIL NOTIFICATION

ATTENDANCE CONCERN

Last Updated 8/25/2017

From: mysuccess@ku.edu

To: STUDENT

Subject: MySuccess Notification: Attendance Concern in COURSE NAME



Dear STUDENT,

Your success at KU is important to us.

You are receiving this email because you have been flagged for an **Attendance Concern** in COURSE NAME. One of the most important ways to be successful in your courses is to attend every class session.

Here are your instructor's comments: INSTRUCTOR COMMENTS.

It is important that you **talk with your instructor or TA** in about your attendance issues or any other concerns you have related to the course. You can speak to them before or after class, during office hours, or schedule an appointment. Ask why you are receiving this message and discuss steps you can take for improvement. Your instructor's contact information (office hours, email, etc.) is posted on the course syllabus and the Blackboard course site.

Other steps you may want to take might include:

1. **Schedule an appointment with your assigned academic advisor.** It may be good to meet with your academic advisor to discuss other campus resources and ideas for improvement. You can find your academic advisor contact information in your "My Success Network" accessible through your MySuccess home page.
2. **Advocate for yourself and ask for help** through the Academic Achievement and Access Center (AAAC) or through departmental tutoring, if available. The AAAC can help you locate course-specific assistance. **Contact the AAAC at achieve@ku.edu or at (785) 864-7733.**
3. In some situations, **dropping a course may be advised.** The last day to drop a class for this term is: **LAST DATE TO DROP FOR TERM.**

Additional campus resources can be found in your Success Network.

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