
Starfish @ MU Student Email Templates

OVERVIEW

When an instructor raises one of the following Flags, To-Dos, or Kudos on a student, a Starfish-generated email is sent directly to the student using the following templates.

Comments entered by the instructor are sent directly to the student through the email. The template makes note if the comments are required or optional for the flag raiser. If no comments are provided in the templates where it is optional, the message will simply move on to the next sentence.

In addition to emails from Starfish, students may also view this information, including comments, in the “Notifications” (for flags, to-dos, and referrals) or “Kudos” (for kudos) sections of their *Starfish User Dashboard* (which is their homepage).

TEMPLATES

FLAGS

ADVISING FOR REGISTRATION BEGINS NEXT WEEK (Can also be sent as a text message)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] Spring 2023 Course Registration

Dear [Student First Name],

Registration for the spring semester begins on November 3. Be sure to meet with your advisor to discuss your spring classes and receive your TAP number.

Sincerely,
The Starfish Success Team

ATTENDANCE NO SHOW (Comments are required from the Flag Raiser)

From Starfish@millersville.edu

Reply To Starfish@millersville.edu

Subject [Starfish @ MU] Urgent Message - Attendance No Show in [course name]

Dear [student's first name],

According to your instructor's records, you have failed to attend both of the first two class meetings in [course name].

Please see any additional comments from your instructor regarding your attendance -

[Notes from Instructor]

The Registrar's Office will be dropping you from the class based upon the information provided by your instructor. If you feel this is in error or want to arrange to take the class, please reach out to your instructor immediately for possible readmittance.

Sincerely,
The Starfish Success Team

ATTENDANCE - STOPPED ATTENDING – (Comments are required from the Flag Raiser)

From Starfish@millersville.edu

Reply To Starfish@millersville.edu

Subject [Starfish @ MU] Urgent Message - You Have Stopped Attending [course name]

Dear [student's first name],

Your instructor has reported that you have stopped attending [course name].

Please see any additional comments from your instructor regarding your attendance -

[Notes from Instructor]

The Registrar's Office will be assigning you a Z grade (the equivalent of an F) for this class based upon the information provided by your instructor. If you feel this is in error, or desire to return to the class, please reach out to your instructor immediately to possibly have the Z grade removed and be readmitted to the class. Alternatively, if the withdrawal deadline has not passed, you may choose to withdraw from the course using this link: [WITHDRAWAL FORM](#).

Sincerely,
The Starfish Success Team

ATTENDANCE – GENERAL CONCERN (Comments are optional from the Flag Raiser)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] General Attendance Concern in [course name]

Dear [student's first name],

Attendance is important to your success in class. Inconsistent attendance can jeopardize course performance.

Please see any additional comments from your instructor regarding your attendance in [course name] - [Notes from Instructor]

Please contact your instructor to discuss this attendance concern.

MU also has many resources to support you. Connect to offices within MU's [University College](#) as part of a continued strategy for success.

Sincerely,
The Starfish Success Team

CLASS TARDINESS – (Comments are optional from the Flag Raiser)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] Arriving on Time in [course name]

Dear [student's first name],

Your instructor is noting your late arrivals to [course name].

Please see any additional comments from your instructor:

[Notes from Instructor]

Please discuss this concern with your instructor.

Sincerely,
The Starfish Success Team

GENERAL ACADEMIC CONCERN (Comments are required from the Flag Raiser)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] General Academic Concern in [course name]

Dear [student's first name],

Please see instructor comments regarding concerns this semester in [course name] :

[Notes from Instructor]

MU also has many resources to support you in these areas. Connect to offices within MU's [University College](#) as part of a continued strategy for success.

Sincerely,
The Starfish Success Team

IN DANGER OF FAILING A COURSE (Comments are required from the Flag Raiser)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] Urgent Message - Immediate Action Required in [course name]

Dear [student's first name],

Please see comments from your instructor regarding your lack of satisfactory academic progress in [course name]. [Notes from Instructor]

Please contact your instructor as soon as possible to discuss your options as you are in danger of failing this course.

Sincerely,
The Starfish Success Team

LACK OF CLASS PREPARATION AND LOW PARTICIPATION (Comments are required from the Flag Raiser)

From Starfish@millersville.edu
Reply To Starfish@millersville.edu
Subject [Starfish @ MU] Low Class Preparation and Participation in [course name]

Dear [student's first name],

Please see instructor comments regarding your lack of preparation and participation in [course name].

[Notes from Instructor]

Please connect back with your instructor regarding these comments.

MU also has many resources to support you in these areas. Connect to offices within MU's [University College](#) as part of a continued strategy for success.

Sincerely,
The Starfish Success Team

LOW TEST/QUIZ SCORES (Comments are required from the Flag Raiser)

From Starfish@millersville.edu
Reply Starfish@millersville.edu
Subject [Starfish @ MU] Low Test/Quiz Scores in [course name]

Dear [student's first name],

You have received low test/quiz scores in [course Name] .

Please see comments from your instructor:

[Notes from Instructor].

Please contact your instructor regarding suggested next steps.

MU also has many resources to support you in these areas. Connect to offices within MU's [University College](#) as part of a continued strategy for success.

Sincerely,
The Starfish Success Team

MISSING OR LATE ASSIGNMENTS (Comments are required from the Flag Raiser)

From Starfish@millersville.edu
Reply Starfish@millersville.edu
Subject [Starfish @ MU] Missing or Late Assignments in [course name]

Dear [student's first name],

Please see comments from your instructor regarding missing or late assignments in [course name]:

[Notes from Instructor]

Please contact your instructor for next steps regarding this work.

Sincerely,
The Starfish Success Team

REGISTRATION REMINDER (Can also be sent as a text message)

From Starfish@millersville.edu
Reply Starfish@millersville.edu
Subject [Starfish @ MU] Don't forget to register for your fall classes!

Dear [Student First Name],

The fall semester will be here before you know it so we wanted to remind you that you can register now through your [MyVille portal](#). We hope you enjoy the summer and we look forward to seeing you back in the fall!

Sincerely,
The Starfish Success Team

TOMORROW IS THE LAST DAY TO WITHDRAW (Can also be sent as a text message)

From Starfish@millersville.edu
Reply Starfish@millersville.edu
Subject [Starfish @ MU] Last Day to Withdraw from a Fall Semester Class is 10/28

Dear [Student First Name],

The last day to withdraw from a course and receive a W grade is Friday, October 28 by 4:30. If you have questions about this option for a particular course, please contact the instructor of that course. If you have questions about how withdrawing from a course might impact your overall progress to program completion, please consult your advisor.

Sincerely,
The Starfish Success Team

TO-DOS (Advisors can be tagged in an informative capacity with no action required).**TASK-BASED TO-DOS TEMPLATE**

From Starfish@millersville.edu
Reply Starfish@millersville.edu
Subject [Starfish @ MU] To-Do: Meet with your Advisor

Dear [student's first name],

To help you be more successful, I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions, please reply to this email.

To-Do: Meet with your Advisor

Course: Introduction to Microbiology

Comments: I think a conversation with your advisor could be really helpful.

Due Date: 4/30/2014 12:00 PM EDT

Sincerely,
The Starfish Success Team

KUDOS

COURSE-BASED KUDOS (Off to a Great Start, Keep up the Good Work, Outstanding Academic Performance, or Showing Improvement) TEMPLATE

(Comments are optional from the Flag Raiser)

From Starfish@millersville.edu Reply Starfish@millersille.edu

Subject [Starfish @ MU] Kudos! [kudos name] in [course name]

Dear [student's first name],

Congratulations on the Kudos from your instructor in [course name].

[Notes from Instructor] Way to go!

Sincerely,
The Starfish Success Team

REFERRALS

COURSE-BASED REFERRALS (Tutoring, Peer Mentoring, Librarian, Learning Services, Success Coaches, Writing Center) TEMPLATE

(Comments are optional from the Flag Raiser)

From Starfish@millersville.edu Reply
Starfish@millersille.edu

Subject [Starfish @ MU] Consider this [Referral Name]

Dear [student's first name],

Please consider outreach to, or respond to outreach from, the following referral to assist in your academic success --

Referral Name: [Referral Name]

Course: [Course Name]

Course Section: [Course Section ID] Comments: [Notes from Instructor]

You may have been referred to this service by your course instructor, academic advisor, or success coach.

Sincerely,
The Starfish Success Team