

* Message Type Raise Flag

* Name Never Attended Message to Student

Edit Message Template

Properties Header Message

* From	Email Address	Rebecca.Ringham@minotstateu.edu
Reply-to	Role	Flag Raiser
BCC	Email Address	starfish.archive@minotstateu.edu
* Subject	<p>(-)</p> <p>Flag Name in Course Name - Action Required</p>	

Hello Rachel,

According to our records, you have not yet attended or actively participated in Introduction to Microbiology and will be dropped from the course. If dropped for non-attendance, you will receive a grade of W and will be required to pay for the course.

If you feel this is an error, please [contact your instructor](#) immediately. You may do so by replying to this email. [Your instructor](#) must communicate to the Registrar's Office by the end of business day, **Wednesday, March 16**, that you should not be dropped.

Intending to keep this class?

- Start attending class!
- Speak with your instructor to be sure you are not dropped from the class, and review work you have missed. Ask if you will be able to make up the work.

Intending to drop this class or withdraw from all classes?

- You are still registered for this course. Check your schedule in Campus Connection and follow the drop/withdraw process to drop the course and check to make sure that the drop goes through. Remember, to drop your last class, you must withdraw from the university by submitting a Cancel/Withdraw to Zero form. More information can be found on the [Financial Aid website](#).

Thank you,

Rebecca Ringham. MSU Registrar

* Message Type Raise Flag

* Name Never Attended Message to Advisor and Support Staff

Edit Message Template

Properties Header Message

* From Email Address rebecca.ringham@minotstateu.edu

Reply-to Email Address rebecca.ringham@minotstateu.edu

BCC Email Address starfish.archive@minotstateu.edu

* Subject
Student: in

Hello,

Rachel Lands has been marked as Never Attended in Introduction to Microbiology and will be dropped from the course. The student has been instructed to contact their instructor immediately if flagged in error.

The instructor must notify the Registrar's Office that the student should not be dropped on or before the end of business day, Wednesday, Mar 16. If dropped for non-attendance, the student will receive a grade of W, and will be required to pay for the course.

If you know this student has been attending or there are extenuating circumstances (i.e. the student has been sick, just enrolled in class, etc.), please follow-up with the student as soon as possible to prevent this drop.

Please let me know if you have any questions.

Thank you,
Rebecca Ringham
MSU Registrar

* **Message Type** Raise Flag

* Name	MSU Attendance Message to Student	
Description	Message sent to student when flagged for Attendance Concern. Includes Raiser's comments. Comes from Starfish Notifications, reply to Flag Raiser.	
* From	Email Address	StarfishNotification@minotstateu.edu
Reply-to	Role	Flag Raiser
BCC	Email Address	starfish.archive@minotstateu.edu
* Subject	↔ We Miss You In <input type="text" value="Course Name"/>	

Rachel,

Your instructor is concerned about your attendance so far in Introduction to Microbiology. Attending class is the first step to accomplishing your academic goals. Missing class content can affect your grades and possibly have financial consequences. It's not too late to change your attendance habits.

Instructor comments:

Rachel missed 3 classes this month.

We understand that many factors can create obstacles on your academic journey. The following support resources have helped other MSU students improve their academic performance and/or assisted with personal concerns:

- **Instructor** – reach out to ensure you understand their expectations, ask for assistance with topics you don't feel you have a handle on, and ask if there are other resources that could assist you (reply to this email to contact your instructor)
- **Drop-in Peer Tutoring or Peer Review Sessions** – including best practice study skills such as note taking, studying for a test, and time management
- **Writing Center** – student tutors offer feedback on writing in any subject, at any stage of the writing process
- **Access Services** – seek academic accommodations for issues relating to physical or learning impairments
- **POWER/TRiO Student Support Services** – enhanced resources for first generation college students, students with a documented disability, or low-income students
- **Counseling Center** – general support, mental healthcare, or alcohol and substance abuse concerns
- **Academic Advisor** – advisor's contact information found in your Success Network in Starfish

Academic Support Center
www.MinotStateU.edu/asc/

* **Message Type** Raise Flag

* **Name** MSU Assignment Concerns Message to Student

Description Message sent to student when flagged for Assignment Concerns. Includes Raiser's comments. Comes from starfish and reply goes to Flag Raiser. ?

* **From** Email Address StarfishNotification@minotstateu.edu

Reply-to Role Flag Raiser

BCC Email Address starfish.archive@minotstateu.edu

* **Subject** (-) [Flag Name] in [Course Name]

Rachel,

Your instructor is concerned about your assignments so far in Introduction to Microbiology. Students who complete quality assignments on time are more successful in the class.

Instructor comments:

Rachel missed 3 classes this month.

We understand that many factors can create obstacles on your academic journey, but we believe you can overcome these challenges and be successful. The following support resources have helped other MSU students improve their academic performance and/or assisted with personal concerns:

- **Instructor** – reach out to ensure you understand their expectations, ask for assistance with topics you don't feel you have a handle on, and ask if there are other resources that could assist you (reply to this email to contact your instructor)
- **Drop-in Peer Tutoring or Peer Review Sessions** – including best practice study skills such as note taking, studying for a test, and time management
- **Writing Center** – student tutors offer feedback on writing in any subject, at any stage of the writing process
- **Access Services** – seek academic accommodations for issues relating to physical or learning impairments
- **POWER/TRiO Student Support Services** – enhanced resources for first generation college students, students with a documented disability, or low-income students
- **Counseling Center** – general support, mental healthcare, or alcohol and substance abuse concerns
- **Academic Advisor** – advisor's contact information found in your Success Network in Starfish

Academic Support Center
www.MinotStateU.edu/asc/

* **Message Type** Raise Flag

* **Name** MSU Low Quiz/Test Scores Message to Student

Description Message sent to student when flagged for Low Quiz/Test Scores. Includes Raiser's comments. Comes from starfish and reply goes to Flag Raiser.

* **From** Email Address StarfishNotification@minotstateu.edu

Reply-to Role Flag Raiser

BCC Email Address starfish.archive@minotstateu.edu

* **Subject** Academic Concern in Course Name

Rachel ,

Your instructor is concerned about your academic progress so far in Introduction to Microbiology.

Instructor comments:

Rachel missed 3 classes this month.

We understand that many factors can create obstacles on your academic journey, but we believe you can overcome these challenges and be successful. The following support resources have helped other MSU students improve their academic performance and/or assisted with personal concerns:

- **Instructor** – reach out to ensure you understand their expectations, ask for assistance with topics you don't feel you have a handle on, and ask if there are other resources that could assist you (reply to this email to contact your instructor)
- **Drop-in Peer Tutoring or Peer Review Sessions** – including best practice study skills such as note taking, studying for a test, and time management
- **Writing Center** – student tutors offer feedback on writing in any subject, at any stage of the writing process
- **Access Services** – seek academic accommodations for issues relating to physical or learning impairments
- **POWER/TRIO Student Support Services** – enhanced resources for first generation college students, students with a documented disability, or low-income students
- **Counseling Center** – general support, mental healthcare, or alcohol and substance abuse concerns
- **Academic Advisor** – advisor's contact information found in your Success Network in Starfish

Academic Support Center
www.MinotStateU.edu/asc/

* **Message Type** Raise Flag

* Name	Academic Honesty Message to Students
Description	Message sent to student when flagged for Academic Honesty. Message comes from Starfish and reply goes to Flag Raiser.

* From	Email Address	StarfishNotification@minotstateu.edu
Reply-to	Role	Flag Raiser
BCC	Email Address	starfish.archive@minotstateu.edu
* Subject	{ }	
	✎ Flag Name in ✎ Course Name	

Rachel,

Your instructor has raised an Attendance Concern flag in Introduction to Microbiology. To view flag details, log into your Starfish account (<https://minot.starfishsolutions.com/starfish-ops/support/login.html>). Click on the three lines beside Starfish on the left side of the page, click on Dashboard, and you will find flag details under the notifications tab.

According to the [MSU Undergraduate Catalog](#), you may appeal the faculty member's penalty directly to the chair of the department.

We understand that many factors can create obstacles on your academic journey, but we believe you can overcome these challenges and be successful. The following support resources have helped other MSU students improve their academic performance and/or assisted with personal concerns:

- **Writing Center** – student tutors offer feedback on writing in any subject, at any stage of the writing process
- **Instructor** – reach out to ensure you understand their expectations, ask for assistance with topics you don't feel you have a handle on, and ask if there are other resources that could assist you
- **Drop-in Peer Tutoring or Peer Review Sessions** – including best practice study skills such as note taking, studying for a test, and time management
- **Access Services** – seek academic accommodations for issues relating to physical or learning impairments
- **POWER/TRiO Student Support Services** – enhanced resources for first generation college students, students with a documented disability, or low-income students
- **Counseling Center** – general support, mental healthcare, or alcohol and substance abuse concerns
- **Academic Advisor** – advisor's contact information found in your Success Network in Starfish

Academic Support Center
www.MinotStateU.edu/asc/

* Message Type Create Kudos

* Name MSU Kudo - You're Off to a Great Start!

Description Message sent to student when a Kudo is raised. Includes Raiser's comments.

Instructor Can Raise

* From Role Kudos Creator

Reply-to Role Kudos Creator

BCC Email Address starfish.archive@minotstateu.edu

* Subject
You're Off To A Great Start!

Rachel,

You're off to a great start in Introduction to Microbiology.

Has maintained a 98% in the class.

Your dedication and hard work in the classroom will help you reach your academic goals. Keep up the good work!

Yasmin Gold

* Message Type Create Kudos

* Name MSU Kudo - You're Showing Improvement

Description Message sent to student when a Kudo is raised. Includes Raiser's comments.

Instructor Can Raise

* From Role Kudos Creator

Reply-to Role Kudos Creator

BCC Email Address starfish.archive@minotstateu.edu

* Subject
You're Showing Improvement!

Rachel,

I've noticed you have shown improvement in Introduction to Microbiology.

Has maintained a 98% in the class.

Your dedication and hard work in the classroom will help you reach your academic goals. Keep up the good work!

Yasmin Gold

Edit Message Template

* Message Type Create Kudos

* Name

Description

Instructor Can Raise

* From

Reply-to

BCC

* Subject

Rachel,

Kudos to you for your hard work in Introduction to Microbiology.

Has maintained a 98% in the class.

Your dedication and hard work in the classroom will help you reach your academic goals. Keep up the good work!

Yasmin Gold

* Message Type Create Kudos

* Name

Description

* From

Reply-to

BCC

* Subject

Rachel,

I am sending you a kudos to say "Great job!" The reason(s) for this kudos are listed below:

Has maintained a 98% in the class.

Yasmin Gold