

MALL – NO FIRST DAY OF CLASS

Sample Email to Students

Greetings [Student First Name],

We noticed you missed the first day of [Course Name] on [Raised Date]. According to UND policy, if you do not attend a course in the first week of classes, you can be dropped from the course. To get started in [Course Name], please read the first day PowerPoint found in Blackboard under **ALEKS & Syllabus**.

You will be dropped from [Course Name] if you fail to complete the ALEKS Initial Knowledge check by [Due Date].

Let me know if you have any additional questions.

[Raiser Name]

[Raiser Email]