

MALL – REMINDER TO COMPLETE INITIAL KNOWLEDGE CHECK

Sample Email to Students

Greetings [Student First Name],

This is a reminder to complete your ALEKS Initial Knowledge Check by [Due Date] or you will be dropped from [Course Name]. If you have questions or are having difficulties getting started in ALEKS, come to O'Kelly 33 to talk with a tutor or contact me at the email below.

We want you to be successful in this course! To do so, you need to complete the Initial Knowledge Check and get started on your first module as soon as possible.

MALL HOURS

Monday-Thursday: 9:00 am - 9:00 pm

Friday: 9:00 am - 4:00 pm

Saturday: Closed

Sunday: 4:00 pm - 9:00 pm

[Raiser Name]

[Raiser Email]