

MALL – REPEATING A MALL COURSE

Sample Email to Students

Greetings [Student First Name],

Our records indicate you are repeating [Course Name]. Please schedule a time to meet with me to discuss how we can help you be successful in the MALL. **Schedule a time to meet with me before [Due Date].**

You can schedule an appointment using Starfish by completing the following steps:

- Click [here](#)
- Log into Starfish
- Click on my name, select **SCHEDULE APPOINTMENT**, and move through the scheduling steps

[Raiser Name]

[Raiser Email]