

Email Template 1:
Start of Semester Email

Welcome back to campus! I hope you all enjoyed your summer breaks and are ready to return for a successful semester. A few reminders as we look ahead to next week:

1. The first two weeks of the semester are “Add/Drop”. During this time you may add and drop classes in Student Administration without permission or penalty. The last day of add/drop is _____. After this date, adding and dropping courses require additional signatures and dropping courses results in a “W” grade.
2. Twelve (12) or more credits is considered full-time - please be enrolled in a full time schedule by the last day of add/drop.
3. There are no appointments during add/drop. There are extended drop-in hours as follows: _____. Appointments in [Nexus](#) will open on _____.

As a reminder, the [Engineering Tutoring Center](#) is an excellent resource for you as you begin your coursework for the semester. Other resources: [Academic Achievement Center](#), [Q Center](#), [W Center](#), [Student Health and Wellness](#), and many more! Please reach out if you have questions about resources.

Safe travels back to campus!