Dear [name of student]:

It has come to my attention that you are struggling in one or more courses this semester. I strongly urge you to address the situation immediately, so you can get back on track to having a successful semester. Here are three things to do immediately:

- **Contact your instructors** to ask what they suggest you do to improve your grades.
- **Call Academic Advising** (273-3406) to set up an appointment with someone who can help you pick up some ways to improve, academically.
- **Talk with _____ Hall PAIR _____ _______ (______@uni.edu)**
- **Get confidential help** with personal issues by making an appointment with:
  - The Health Center (273-2009)
  - The Counseling Center (273-2676)
  - Me! (273-XXXX)

Getting help is crucial to improving your grades. Please act soon to make the rest of your semester less stressful and more successful.

Name of RLC
___________ Hall Residence Life Coordinator
XXXX.XXX@uni.edu