Dear XXX:

I hope your semester is going well so far in your English Education studies.

As you are just starting your program courses [as a new student] at Ferris, I wanted to encourage you to continue applying yourself to your coursework, talking with your professors, and getting the support and help you need when you run into academic challenges.

Midterm exams and tests are just around the corner, and this is always a good time to check your academic progress to stay on track with your academic success and to maintain a good GPA.

I would like to meet with you next week for two purposes:

1. To review your midterm and your overall semester progress
2. To advise you about course selections for your fall term registration beginning xxx.

It is also a good time to walk you through your MyDegree program as a way for you to review your own academic status and program progress and for you to ask any questions you have.

Please email me by [date] to set up your midterm advising appointment to prepare for registration for fall term courses (vonderc @ferris.edu or 231-591-2528).

Good luck with midterm tests or exams this week—study hard and well!

Dr. Christine Vonder Haar
English Education Program Coordinator