**Email 1 – Acknowledgment Email (sent to student upon course request form submission)**

<@ Request Stage>

Hi [Student’s name],

Thank you for your interest in a consortial course offered through Acadeum. As explained on the Consortial Course Request Form, the goal of consortium courses is to keep you on track for graduation. I realize that this process is new to many of you, so I want to explain exactly what taking a consortium course requires of you, the student.

* Each course request must be approved by your department chair at (school name] prior to enrollment;
* You will NOT be able to access the consortium course through [local LMS]; instead, you must log in to the consortium school's learning platform. Log-in credentials will be shared about a week before the course starts;
* In some cases, you will receive an email address from the other institution, which you will be expected to monitor. Please be sure that you check both your [school name] and [teaching institution] email inboxes regularly (check SPAM boxes for important communication too);
* Consortial courses are deemed equivalent to specific courses at [school name]; therefore, these courses will appear on your transcript and count towards your graduation audit;
* Letter grades earned in consortial courses will be calculated into your GPA;
* Your consortium course term may be different than [School Name], so pay attention to your consortial course start and end date;
* If you decide NOT to continue with a consortial course, you will need to drop the course in your [enter system name and/or drop link] AND notify your point of contact at [school name] to finalize the drop request; drop dates vary from school to school, so it’s important to be familiar with the drop date that applies to your course;
* If you decide NOT to continue with a consortial course AFTER the designated drop date, then you will receive a W (withdrawal) grade and this grade will appear on your official transcript because you attempted the course and paid for it;
* All technology issues must be reported to the [teaching institution] support team.

Please contact [insert main contact name and information] to answer specific questions about your consortial course request. To complete the course request process, you must click the Participant Agreement Form [hyperlink] to acknowledge these important terms.

Final notification of consortial course enrollment will be shared via email to your school email address.

Regards,

[Signature]

link to where the full details can be found on their landing page. (course catalogue)

**Email 2 – Course Orientation Email**

Hi [Student name],

Congratulations on your recent enrollment at (insert TI name & course # and title)! As outlined in your enrollment agreement, this consortium course has been approved by your department chair at [School name] and will count toward your graduation requirements. The purpose of the consortium enrollment is to keep you on track at [School Name], but it's on YOU to do the work in the course!

Please be reminded that you will NOT be able to access the consortium course through [local LMS]; instead, you must log in to the consortium school's learning platform. **You will receive your log-in credentials about a week before the course starts, so please check your [School Name] email regularly. Remember, this is the ONLY way to stay on top of course announcements and other time-sensitive information. Your consortium course term may be different than [School Name], so please be mindful of your course start and end date.**

Once you have access to your consortium course, it is strongly recommended that you read through the course assignments, policies, due dates, etc. in advance of the course starting so that you are acclimated to timelines and requirements. Your consortium course instructor is available to assist you with any questions about your course.

One last reminder...be sure to continue utilizing online tutoring [insert your online tutoring link] and advising support [insert your student support contact info] at [Consortium Course]! You will continue to have full access to all the support and academic resources from [school name].

We are here to help you while enrolled in your consortium course.

Please contact [insert main contact name and information] to answer specific questions.

You're one step closer to the end goal! Stay focused!

Regards,

[Signature]

**Email 3 – First Day of Class Email**

and reply confirming they were able to get in.

Hi [student’s name],

As a reminder, [consortial course number/title] at [teaching institution] starts tomorrow and you must log-in to be counted for attendance purposes. If you have not received your log-in credentials, please contact [support@acadeum.com](mailto:support@acadeum.com) for immediate assistance.

If you have successfully logged in, please reply to confirm your participation in the course.

If you do not confirm your attendance, you may be dropped from the consortial course.

Regards,

[signature]

**Email 4 – Pre-Drop Deadline Email**

\*Sent 2 days before the drop date for the student to confirm they wish to continue in the class.

Hi [student’s name],

I hope you are doing well in [course number, title] at [teaching institution]. For any reason, if you wish to drop this course, you must drop the course in your [enter system name and/or drop link] AND notify your point of contact at [school name] to finalize the drop request.

This action must be completed by [insert drop date] to facilitate a full refund and remove any academic penalties. Please confirm that you wish to continue in this course by responding to this email.

If you do not reply to this email, the home institution reserves the right to drop you from the course at [teaching institution]. If you need additional support, please email [point of contact] to set up a time to meet or talk.

Regards,

[signature]

**Email 5 – Course Evaluation Email**

Hello BC Students,

Congrats on completing your consortium course! I received your grade and posted it. However, you have one final step! Please take a few minutes to complete the course evaluation form. [insert form link]

Once completed, we will remove the hold on your consortium grade.

Feel free to contact [point of contact’s info] with any questions related to your consortial course.

Regards,

[signature]