



Sample Communications

General IvyOnline Comms to Students

Welcome

Subject: Log into IvyLearn starting October 21!

Dear %%FirstName%%,

We are very happy to welcome you to the Fall 2023 second 8-week term!

Please log into [IvyLearn](#) starting October 21, 2023 to access your online courses. You will want to pay close attention to the course syllabus and instructor announcements.

We remind you to complete an assignment, discussion board, quiz, etc. by October 30, 2023 in order to comply with the 100% Refund Deadline to avoid being dropped for non-attendance. Also, remember the last day to withdraw from a second 8-week course is December 3, 2023.

If you have questions or concerns, please contact your course instructor or instructor's supervisor listed in the course syllabus. You can also view our Welcome video [HERE](#).

Have a wonderful term!

IvyOnline

Was this email helpful? [Yes/No](#)



Sample Communications

General IvyOnline Comms to Students

Activity Reminder

Subject: %%FirstName%%, login to IvyLearn today!

Dear %%FirstName%%,

We are very happy to welcome you to the Fall 2023 2nd 8-weeks. It appears you have not yet logged in to [IvyLearn](#) and completed an assignment in your online course(s). If you have not yet done so, we remind you to please complete an assignment, discussion board, quiz, etc. by October 30, 2023 to avoid being dropped for non-attendance.

If you have questions or concerns during the semester, please contact your course instructor or instructor's supervisor listed in the course syllabus.

Have a wonderful semester!

The IvyOnline team

Was this email helpful? [Yes/No](#)

Midterm Reminder to Health Science Students

Subject: Ivy Tech midterms are almost here!

Dear %%FirstName%%,

We want to remind you that your midterm exam is proctored through the testing center. You are required to make an appointment with the testing center. Please schedule your exam immediately through the SmarterProctoring link in your course. Virtual testing appointments are very limited. Students that are unable to take the exam on campus or find a virtual exam appointment should contact their instructor by Monday, November 13 to make arrangements to take the midterm exam through the SmarterProctoring website. There is a fee for this option.

Thank you,

IvyOnline School of Health Sciences

Was this email helpful? [Yes/No](#)



Sample Communications

General IvyOnline Comms to Students

Midterm Encouragement

Subject: Ivy Tech midterms are almost here!

Dear %%FirstName%%,

You are almost halfway through your IvyOnline course(s). We hope that you are having a great semester. Your instructor will submit your midterm grades in MyIvy by November 21.

If you have a midterm exam in your course(s), please complete the exam by the due date listed in the [IvyLearn](#) course calendar.

If you have questions or concerns about your midterm grade and course success, please contact your course instructor or instructor's supervisor listed in the course syllabus.

The IvyOnline team

Was this email helpful? [Yes/No](#)

Midterm Activity Reminder

Subject: %%FirstName%%, log in to IvyLearn today!

Dear %%FirstName%%,

You are at the halfway point in your IvyOnline 2nd 8-weeks. It appears that you may not have logged in to your course(s) in the last 10 days. If you stop participating before 60% of the academic term is over and fail the course, you may lose eligibility for Federal student aid programs. You may also be required to repay a prorated share of the aid you have received for the term.

Please log in to [IvyLearn](#) today to complete your coursework.

If you have questions or concerns about your participation, please contact your course instructor or instructor's supervisor listed in the course syllabus.

The IvyOnline Team

Was this email helpful? [Yes/No](#)



Sample Communications

General IvyOnline Comms to Students

Health Science Final Exam Sign Up

Subject: Schedule Your Final Exam Today

Dear %%FirstName%%,

We want to remind you that your final exam is proctored through the testing center. You are required to make an appointment with the testing center. Please schedule your final exam immediately through the SmarterProctoring link in your course. Virtual testing appointments are very limited. Students that are unable to take the final exam on campus or find a virtual exam appointment should contact their instructor by Monday, December 11 to make arrangements to take the final exam through the SmarterProctoring website. There is a fee for this option.

Thank you,
IvyOnline School of Health Sciences

Was this email helpful? [Yes/No](#)

Not Enrolled Survey

Subject: Your IvyOnline Feedback is Needed

Dear %%FirstName%%:

It appears you are no longer enrolled in any Ivy Tech courses for Fall 2nd 8-weeks. We completely understand and respect that personal life situations may have factored into this decision. If, on the other hand, Ivy Tech could have done more to keep you engaged in course offerings, your feedback would be crucial in evaluating the overall student experience and identifying ways we can better serve students. We would really appreciate hearing from you by taking the brief survey below and hope you will consider Ivy Tech in the future as you pursue your life goals.

The IvyOnline Team

[GO TO SURVEY BUTTON](#)



Sample Communications

General IvyOnline Comms to Students

End of Term Survey

Subject: Your IvyOnline Feedback is Needed

Hello %%FirstName%%,

Please complete this brief 3-question survey to let us know if our communications have been helpful this term:

[GO TO SURVEY BUTTON](#)

Also, be sure to check your Ivy Tech email for a link to your course evaluation(s). The deadline to complete course evaluations is Saturday, December 16 at 11:59 p.m.

Finally, if you have not done so, we encourage you to register for Spring 2024. Registering early gives you the best opportunity to select the class and the instructor of your choice. Visit the Academic Advising page [HERE](#) and click "Schedule An Appointment" to schedule with your advisor!

Sincerely,

The IvyOnline Team