

Course Guide sample reminder e-mails

[To save time, here are some sample reminder messages you can use to remind your instructors to enter their Course Guide information. Please use any or all of this text, as far as it is useful to you.]

[Sample e-mail #1: general or early reminder]

It's time to update your Course Guide information for may/summer and fall 2009 terms.

You can access the system and an interactive tutorial at: http://onestop.umn.edu/faculty/course_guide

The Course Guides for may/summer and fall 2009 are already available for students on the One Stop Web site, so now is an especially good time to review any descriptions that may have carried forward from past terms and make sure they are up-to-date.

You're encouraged to have your updates made by March 12, four weeks before registration begins on April 7 (may/summer) and April 9 (fall). Information posted before this time will be most useful for students as they meet with their advisers to plan for registration.

Thank you,

[Sample e-mail #2]

Please remember to enter or update your may/summer and/or fall 2009 Course Guide information. You're encouraged to have your updates made by March 12, four weeks before registration begins on April 7 (may/summer) and April 9 (fall).

You can access the system and an interactive tutorial at: http://onestop.umn.edu/faculty/course_guide

You can include any or all of the following in the Course Guide, so please take advantage of the items you may already have on hand: a brief narrative description, workload and grading information, an existing course URL, a recent syllabus, a bio and photo, or even a short video clip.

Students and their advisers, both undergraduate and graduate, depend on the Course Guide to make their course decisions. Thank you for helping to make this information available to students.

[Sample e-mail #3: reminder before registration]

Registration for may/summer and fall 2009 begins soon, so please don't forget to enter or update your Course Guide information.

You can access the system and an interactive tutorial at: http://onestop.umn.edu/faculty/course_guide

Students will be choosing courses and meeting with their advisers over the next few weeks. Having your course descriptions available now can help encourage enrollment in your classes, and ensure that students find the classes that are most appropriate for their academic plans.

Thank you again for your work to make this important information available for students.