

Hi Student,

I am reaching out due to a concern Prof. Doe submitted regarding your issue with attendance. This outreach is a simple check-in. How are you doing? Anything we can do to help? Are there any challenges you're facing impacting your ability to communicate right now? Please let me know if there is anything I can do to help you get back on track or access campus resources and support. We can speak by phone, email, or during a video appointment scheduled by following the steps [here](#). See below for online resources you can access for additional support. ^[1]_[SEP]

Remember, the withdraw deadline for your class is **October 31st**. You can contact The Advising Center by phone or email to help with a course withdrawal, or the Office of Student Retention regarding a term withdrawal. (828-227-7171 or retention@wcu.edu)

Take care,

Online campus resources and advice:

The Advising Center: You can also contact your professional advisor, whom you can reach by calling the Advising Center at 828-227-7753 or emailing advisingcenter@wcu.edu. The Advising Center assists students with academic needs and can refer students to the appropriate resources for non-academic needs. Students will need to provide their WCU 920# and their Proxy access (if contacting by phone) when contacting the Advising Center.

Counseling and Psychological Services (CAPS): CAPS is provides counseling services to WCU students. To make an appointment, please contact the main office at 828.227.7469 during normal business hours (Monday through Friday, 8am to 5pm).

Writing and Learning Commons (WaLC): The WaLC promote student success through course tutoring, writing support, academic skills consultation, exam prep activities, and more. If you have questions or challenges with accessing their services online, please contact 828-227-2274

Mathematics and Computer Science Tutoring Center (MTC): The MTC works along with the WaLC to provide FREE tutoring services for WCU students and support services for WCU faculty and staff. For additional information please visit mtc.wcu.edu. Peer tutors mainly help students with Mathematics and Computer Science courses, but can assist with other related needs as well.

Office of Accessibility Resources (OAR): OAR provides campus-wide accessibility services and reasonable accommodations for eligible students. The OAR supports disability as an aspect of diversity and inclusion that is integral to our campus community and society. Students can seek assistance by contacting the OAR at (828) 227-3886, accessibility@wcu.edu.