

FSU Undergraduate Communication Plan

0.c-Learning Center

Timeframe	Communication	Medium	Target Audience
Second-Fourth week of semester	Coordinator visits to supported classes SI leader announcements	Face-to-Face	Students enrolled supported classes
Third week of semester (weekly)	Learning Center Invitation: -Writing -Math -Reading -Supplemental Instruction	E-mail	Students enrolled in supported courses who have not visited the Learning Center
Third week of semester (weekly for three weeks)	Extension Grade Information	E-mail	Students in classes with academic support
Third week of semester (weekly)	Learning Center thanks to student	E-mail	Students who have attended the Learning Center in the past week.
Third week of semester (weekly)	Learning Center thanks to faculty	E-mail	Faculty whose students have visited the Learning Center
Third week of semester (monthly)	Learning Center invitation to faculty	E-mail	Faculty teaching supported courses.
Sixth week of semester	Extension Grade welcome and reminder	E-mail	Students with Extension Grade contracts
Eighth week of semester	Midterm reminder	E-mail	Students who have earned D or F at midterm
Tenth week of semester	Extension Grade reminder	E-mail	Students with Extension Grade contracts
Twelfth week of semester (weekly for four weeks)	Learning Center Surveys: -Writing and Math -CRISS Lab -Supplemental Instruction	E-mail	Students in courses supported by the Learning Center