

# Referral Auto Generated Emails

## Referral: Encouraged to attend Office Hours

Hi {\$student\_first\_name}

{\$completer\_name} encourages you to visit your professor's office hours for {\$course\_number}. Professor's office hours are a great time to discuss any additional questions or concerns you have regarding the material and the best way to build a relationship with your professor. During office hours come prepared to discuss specific course content, review class notes/lecture slides, or even look over a draft of your paper. Studies have proven that the more engaged a student is with their course material the better grade they receive.

## Referral: SCAA Subject Tutoring

Hello {\$student\_first\_name},

You have been referred to the Student Center for Academic Achievement (SCAA) for subject tutoring in one of your courses by {\$completer\_name}.

Make an appointment today:

<https://csueb.campus.eab.com/student/appointments/new>

For more information about SCAA tutoring programs, visit

<https://www.csueastbay.edu/scaa/types-of-tutoring/index.html>.

The SCAA is located on the Third Floor of the CORE Building. We provide tutoring for math, statistics, the sciences, and writing, as well as other student learning services and resources. Visit this link to see if your course is also supported by Supplemental Instruction (SI) study groups: <https://www.csueastbay.edu/scaa/types-of-tutoring/supplemental-instruction.html>.

All support is provided at no cost to students, and students who use SCAA services tend to perform better in their courses. You can expect to hear from a member of our Reception Team soon regarding appointment-scheduling assistance. Please let us know if you have any questions.

Wishing you much success!

The SCAA Team  
[SCAA@csueastbay.edu](mailto:SCAA@csueastbay.edu)  
510-885-3674

## Referral: SCAA Peer Academic Coaching

Hello {\$student\_first\_name},

You have been referred to the Student Center for Academic Achievement (SCAA) for Peer Academic Coaching by {\$completer\_name}.

A Peer Academic Coach (PAC) can support you in navigating your academics and college experience. You meet with your coach regularly and they help with things like time management, breaking assignments into manageable pieces, using campus resources, and communicating with faculty. Most students working with a PAC feel less stress overall and say they wish they had started sooner!

Make an appointment today:

<https://csueb.campus.eab.com/student/appointments/new>

The SCAA is located on the Third Floor of the CORE Building. We provide an array of student learning services and resources. For more information, visit <https://www.csueastbay.edu/scaa/index.html>.

All support is provided at no cost to students, and students who use SCAA services tend to perform better in their courses.

You can expect to hear from a member of our Reception Team soon regarding appointment-scheduling assistance. Please let us know if you have any questions.

Wishing you much success!

The SCAA Team  
[SCAA@csueastbay.edu](mailto:SCAA@csueastbay.edu)  
510-885-3674

# Referral Auto Generated Emails

## Referral: SCAA Writing Tutoring

Hello {\$student\_first\_name},

You have been referred to the Student Center for Academic Achievement (SCAA) for support with college-level writing by {\$completer\_name}.

Make an appointment today:

<https://csueb.campus.eab.com/student/appointments/new>

For more information about SCAA tutoring programs, visit

<https://www.csueastbay.edu/scaa/types-of-tutoring/index.html>.

The SCAA is located on the Third Floor of the CORE Building. We provide tutoring for math, statistics, the sciences, and writing. The SCAA is also home to other student learning services and resources, including study groups through Supplemental Instruction (SI). All support is provided at no cost to students, and students who use SCAA services tend to perform better in their courses.

You can expect to hear from a member of our Reception Team soon regarding appointment-scheduling assistance. Please let us know if you have any questions.

Wishing you much success!

The SCAA Team

[SCAA@csueastbay.edu](mailto:SCAA@csueastbay.edu)

510-885-3674

## Referral: STEM LAB Tutoring

Hello {\$student\_first\_name},

You have been referred to the STEM LAB for support with {\$course\_number} by {\$completer\_name}.

The STEM LAB community learning space is located in the Science Building. Learning Assistants (LAs) provide drop-in tutoring, no appointment needed, for specific courses in: BIOL, CS, EES, MATH, PH, PHYS, PSYC, and STAT. The STEM LAB is open to all CSUEB students who want to use the space to study, work on homework, meet up with classmates, or drop-in for LA tutoring. For more information about the STEM LAB, visit <https://www.csueastbay.edu/stemlab/>.

You can expect to hear from a member of our staff soon regarding drop-in hours for your specific course. Please reach out if you have any questions. We look forward to seeing you soon!

The STEM LAB Team

[stemlab@csueastbay.edu](mailto:stemlab@csueastbay.edu)

510-885-4214