

30-day letter

Subject: Action Required #1: Promise Scholars (3-3-2)

Dear Promise Student,

I hope this message finds you well. As we move through the Fall 2025 semester, we've noticed we haven't had a chance to connect with you yet. **As a Promise Scholar, you're expected to meet the following 3-3-2 requirements each semester:**

- **3 Counseling check-ins** to track your academic progress and maintain eligibility.
- **3 Workshops**. Workshop calendars are posted on Canvas, check regularly for upcoming events!
- **2.0 minimum cumulative GPA**

To stay on track, please:

1. **Meet with one of our Peer Mentors** to review Promise Requirements, identify who your counselor, get access to services or any questions:
 - **Gloria** – Mon & Wed, 10:00 AM – 2:00 PM (Bldg. 6-112) [schedule here](#)
 - **Nisha** – Mon & Wed, 2:00 – 5:00 PM; Tue & Thu, 2:00 – 4:00 PM (Bldg. 6-112) [schedule here](#)
2. **Schedule an appointment with your counselor** as soon as possible. [How to schedule through SSL](#) (you can also email your counselor directly)
3. **Sign up for any of our October Workshops or Podcast.** (Check canvas for more details or ask to our Mentors)

If you are in EOPS, Umoja, Puente, MESA, or Athletics and already meeting with those counselors, it counts toward Promise. Just be sure to complete 3 meetings and join our workshops.

If you are in good standing or have an upcoming appointment with your counselor, please disregard this message.

For any questions or assistance with scheduling, please don't hesitate to contact me at vazquezibarrac@smccd.edu or schedule an appointment using my [Calendly](#). You're also welcome to visit us in person at Building 6-111 or 6-112.

Best regards,

60-day letter

Subject: Action Required #2: Promise Scholars (3-3-2)

Dear Promise Student,

I hope you are doing well. We're reaching out because we've noticed that **you have not been fully engaging with the Promise Program**. Staying connected and actively participating in the program is essential to ensure you receive the full benefits and support. **As a Promise Scholar, you're expected to meet the following 3-3-2 requirements each semester:**

- **3 Counseling check-ins** to track your academic progress and maintain eligibility.
- **3 Workshops**. Workshop calendars are posted on Canvas, check regularly for upcoming events!
- **2.0 minimum cumulative GPA**

To remain in good standing, please complete the following actions by **DATE**:

1. Schedule an appointment with your counselor through the Student Success Link (SSL) or email them directly. [How to schedule through SSL](#)
2. Schedule a check-in with me, Claudia (Retention Specialist) using my [Calendly](#)
3. Meet with our Peer Mentors by scheduling a check-in:
 - a. **Gloria** – Mon & Wed, 10:00 AM – 2:00 PM (Bldg. 6-112) [schedule here](#)
 - b. **Nisha** – Mon & Wed, 2:00 – 5:00 PM; Tue & Thu, 2:00 – 4:00 PM (Bldg. 6-112) [schedule here](#)

If you are in EOPS, Umoja, Puente, MESA, or Athletics and already meeting with those counselors, it counts toward Promise. Just be sure to complete 3 meetings and join our workshops.

If you are in good standing and believe this email was sent by mistake, please disregard this message.

For any questions or assistance with scheduling, please don't hesitate to contact me at vazquezibarrac@smccd.edu or schedule an appointment using my [Calendly](#). You're also welcome to visit us in person at Building 6-111 or 6-112.

Best regards,

90 day letter

Subject: Action Required #3: Maintain Your Promise Benefits

Hello,

My name is Mayra Arellano, and I am the Director of Promise. You are receiving this email because our records show that you have yet to participate in our program for the Spring 2025 semester. Just as a reminder, **to be active in our Promise Program, you have to meet the following 3-3-2 requirements each semester:**

- **Check in with your counselor at least 3 times per semester.** These meetings help track your academic progress and ensure continued eligibility in the Promise Scholars Program.
- **Attend 3 workshops per semester.** Monthly workshop calendars are posted on Canvas. Be sure to check for upcoming events!
- **Maintain a minimum cumulative GPA of 2.0.**

To continue in the Promise Scholars Program, **you MUST**

1. Reply to this email OR schedule a check-in with me, using my [Calendly](#)
2. Set up a counseling appointment for **MONTH** and **inform your counselor that you are still interested in staying in the program.**

We understand that circumstances may arise that can lead to unintended disengagement from the program. If you believe this notification is a mistake or that extenuating circumstances prevented you from meeting the program requirements, we strongly encourage you to reach out to our office immediately.

If we do not hear from you by **DATE** we will assume you have decided not to continue in the program.