



# ➡ Reading & Writing Center

## EMAIL TO STUDENTS

Dear [Student First Name],

Did you know that students who use the campus support services in the Starfish Student Success Network are more likely to pass their courses and complete their academic goal(s)?

Below you will find a referral that I believe will help you. If you have not been contacted by the Reading and Writing Center (RWC) within two business days, please follow up with this office as soon as possible to get the assistance. The RWC provides a variety of support to assist you with reading and writing, including

- Free in-person writing, research, ESL, and computer assistance (ENGL400)
- Self-paced classes to improve your reading, writing, vocabulary, or study skills
- Writing & Study Hacks sessions addressing student needs (e.g., textbook-reading skills)
- Techniques for remembering and understanding what they read
- and more!
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Referral Name: [Referral Name]

Website Address: [www.mpc.edu/rwc](http://www.mpc.edu/rwc)

Email Address: [agerard@mpc.edu](mailto:agerard@mpc.edu)

Phone Number: (831) 645-4177

Course: [Course Name]

Due Date: [Due Date]

Sincerely,

[Creator Name]



**READING AND  
WRITING  
CENTER (RWC)**

## TEXT TO STUDENTS

You have a referral to the [Referral Name].  
Please login to Starfish to view the details.