Email Templates and Best Practices

Resources from *Breaking Through the Student Communications Barrier*
Student Communications Best Practices

Make Your Subject Line Do More Work
A Good First Impression Drives Higher Open Rates

Insights from Out-of-Industry
Mixpanel Analysis of 85,637 Subject Lines

Benchmark open rate for 1.7 billion emails

Change in Open Rate

<table>
<thead>
<tr>
<th>Tone</th>
<th>Nine Effective Approaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catchy</td>
<td>Oops—you missed your registration deadline!</td>
</tr>
<tr>
<td>Direct</td>
<td>Concerned about your midterm grades</td>
</tr>
<tr>
<td>Urgent</td>
<td>URGENT: Your academic plan</td>
</tr>
<tr>
<td>Authoritative</td>
<td>Next steps to get you back on track</td>
</tr>
<tr>
<td>Conversational</td>
<td>Let’s chat about chemistry</td>
</tr>
<tr>
<td>Mysterious</td>
<td>You qualify for a new program!</td>
</tr>
<tr>
<td>Guiding</td>
<td>How to improve your GPA at the Tutoring Center</td>
</tr>
<tr>
<td>Action-oriented</td>
<td>Schedule some time with me this week</td>
</tr>
<tr>
<td>Questioning</td>
<td>Is there a reason you haven’t registered yet?</td>
</tr>
</tbody>
</table>

Write for Your Audience
Effective Messages Are Student-Centered and Student-Friendly

Tone Should Focus on Students and Their Goals, Not Rules or Policies

Impersonal Copy
“Whitehouse University cares about your success and offers a number of resources for students in need of additional support. Students have found the tutoring center to be critical in improving their GPA for admission into certain selective programs.”

Student-Centered Copy
“I care about your success and noticed that your math midterm grade is not up to standards for the Business School, which you want to apply for next semester. You should schedule an appointment with the tutoring center.”

Language Should Be Clear to All Students (Including ESL)

Reduce multisyllabic words
“Exempted” → “Do not need to”

Remove passive voice
“If you are contacted by your advisor” → “If your advisor contacts you”

Translate jargon
“Non-credit-bearing” → “Does not count for credit”

Ensure readability
The Gunning Fog Index is an online tool to assess the grade-level of a given text

Tool: “Higher Ed Jargon Reduction Exercise” on eab.com
Don’t Ignore Your CTA
The Call to Action Is Critical, but It’s Often the Hardest Part to Get Right

Out-of-Industry Best Practices

Include Only One CTA When Possible

42% increase in clicks when the number of CTAs are reduced from 4 to 1

Lead with a CTA in the Subject Line

Include the CTA in the subject line so students immediately know what they need to do

Make Your CTA Stand Out

Offset CTAs with bold, different colored text, or buttons

Convey a Sense of Urgency

Use action verbs that convey a sense of urgency, such as “sign up,” “schedule,” or “pay”

For more on effective student communications, view Supporting Student Conversations with SSC and Breaking Through the Student Communications Barrier on eab.com
Worksheet: Student Communications Audit

Purpose of the Tool
This worksheet will help you identify common missteps that prevent students from understanding and acting on emails from the university. It’s designed as a group or independent activity to ensure student-friendly communications.

1. Identify the purpose of the message. What is it meant to teach the student or get them to do?

2. Assess readability by copying and pasting the message into the Gunning-Fog Index online tool: www.gunning-fog-index.com. Then fill in the following information.

   - Gunning-Fog Index Score
     - Recommended score: 10 or lower
     - Number of Words
       - Recommended number: <200 words
     - Number of 3+ Syllable Words
       - Recommended number: <20 words

3. Use the rubric below to assess the effectiveness of the message’s copy.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on question 2, is the message readable for the average student?</td>
<td>□</td>
</tr>
<tr>
<td>Does the message avoid passive voice? (e.g., “must be completed by students”)</td>
<td>□</td>
</tr>
<tr>
<td>Does the message address the student as “you” and appeal to their motivation?</td>
<td>□</td>
</tr>
<tr>
<td>Does the message include a clear, explicit next step or call to action?</td>
<td>□</td>
</tr>
</tbody>
</table>

4. Identify jargon in the message (words of three or more syllables that someone outside of higher education might not know). Translate jargon into plain-speak explanations.

<table>
<thead>
<tr>
<th>Jargon</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Prerequisite</td>
<td>e.g., a course you must complete before X</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Word Bank: Common Higher Education Jargon
- prerequisite
- disbursement
- subsidized
- dismissal
- probation
- academic standing
- bursar
- deficit
- registrar
- eligibility
- audit
- misconduct
5. Based on the audit you just completed, revise the message by removing passive voice, appealing to
the student’s motivation, and including clear next steps. Remove jargon where possible; if you must
include jargon, ensure there is sufficient context for the student to understand it.
Email Templates

- **Student Seeking Admission into a Selective Program, in Need of Support**

  **Subject:** You qualify for our new program!

  Dear <firstname>,

  Welcome back! We hope that you had an amazing summer and that you are rested up and ready to start the fall 2017 semester.

  As you know, the nursing program has a competitive admissions process based upon grades earned. Over that last couple of years, the average cumulative GPA for students accepted to the nursing program has been **3.7 and above**. You are receiving this email because we’ve noticed that your cumulative GPA is currently **<GPA 3.0 to 3.5>**, which qualifies you to take advantage of our new program designed to give pre-nursing students an additional layer of support by meeting with a specialized advisor.

  Use this link to schedule a program appointment or respond to attend one of the office hours listed below.

- **Student Struggling to Meet GPA Requirements for His/Her Major**

  **Subject:** URGENT – Chemistry Plans

  Hi <firstname>,

  I am writing to follow up about an email I sent a week ago. Most science-related industries generally look for students with a 2.8 GPA or higher. I noticed that you currently have a **<Cumulative GPA >2.5>**. I would like to meet with you in person to discuss your goals and create action steps together. Please use the link below on or before Wednesday, October 22, to schedule an appointment during the week of October 27.

  If you have decided to switch majors, please respond to this email and let me know so that I can work with you to ensure that the department does not put an advising hold on your account.

  Have a great day!
Student Who Missed Registration Deadline

Subject: Is there a reason you have not yet registered for classes?

Name,

Your registration window closes **April 1 (tomorrow)** at 11:00 am. To have the best opportunity to get the classes you want, you need to register before the window closes.

If you are not able to complete your scheduling by 11:00 am tomorrow, you will have to wait until Schedule Cleanup (April 27–May 8), and you are less likely to get the schedule you want.

If you need assistance, please let me know.

Student Who Made a Successful Major Change

Subject: Excited for your new journey!

Hi FirstName,

I noticed that you successfully changed your major from Mechanical Engineering to Environmental Studies. Congratulations!

As we discussed, I think this major is a great fit for you based on your interest in alternative energy and sustainability issues, and your strong performance in your science classes to date.

Are you familiar with the career services office? I recommend you visit them to learn more about opportunities in the field of sustainability. If you are interested, **let me know before the end of May and I can put you in touch with one of my colleagues who is a career counselor there.**