Hi there [Student’s First Name],

I am [Helen Wilson], your assigned Academic Advisor in [the Exploratory Program].

It is a big transition from high school to college as you are getting used to studying and taking exams on the college level. I would like to talk to you about how things are going for you in your classes and see if I can help you in any way.

Would you be open to meeting with me to discuss your academic progress in your classes?