



Retroactive Placement: Example Communication

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Below is an example of how colleges might effectively communicate to students about the Retroactive Placement process. Since Retroactive Placement targets students already attending a college, it is presented as a complete message template in accordance with the Retroactive Placement communication points provided by the Chancellor's Office.

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Dear [Student Name],

As a student in the California Community Colleges, you have the right to continue your education in transfer-level English and math courses, which will allow you to finish them within a year and graduate faster. Your previous placement into classes below transfer-level has been updated to improve your chances of success.

Sometimes transfer-level courses need to be helped with additional supports like tutoring or co-requisites, so we have developed a Retroactive Placement process to get you the support you deserve. You can click on the Retroactive Placement link in this email or you can sign-in to the Registrar's website to complete the process. It will only take a few minutes. You will need to provide your name, student identification number, birthdate, email address, and the name of your college [if necessary].

You'll be asked about your high-school GPA or, if applicable, your HiSET or GED scores. It's fine if you can't remember the exact numbers, just estimate them as best you can. You'll also be asked about your current placements and how confident you are with your English and math skills.

We look forward to helping you achieve your goals. Please let us know if you have any questions, we're here to help.

Sincerely,

[Name Name]