Hello \_\_\_\_,

I'm sorry to hear about the problem with your computer, but as you said, it would have been good if you had contacted me earlier in the week. Then we could have scheduled a time for you to take the midterm quiz using a computer on campus. I don't say that as criticism, but just as advice for the future :-)

In light of this, I think it would be helpful for you to get some coaching in time management and planning skills. I'd like you to make an appointment with an Early Outreach Specialist who will be able to help you plan for success in this class and your other classes. After you have made an appointment and met with someone from Early Outreach, we can arrange a time for you to take the midterm. Here's the contact information: call (541) 463-5659, or email earlyoutreach\_brc@lanecc.edu, or stop by their office in building 19 room #453F.

All the best,

Brian