**Email/letter to college president/VPs:**

Hi [Recipient],

I want to present an opportunity for our institution to explore a high-impact, high-volume, low-resource, low-cost solution that can improve the success of our students and our college. Finish First NC (FFNC) is a powerful tool that highlights students who have fulfilled requirements to complete credentials but have not claimed them, and also indicates which students are within striking distance of completing a credential, so we can encourage them to finish it. **The tool identifies these students in a matter of minutes**. The NC Community College System Office and Wake Tech Community College are offering FFNC **at no charge to NCCCS colleges**.

**How can FFNC advance our student success and completion efforts?**

1. **Empowers advisors and students.** Finish First NC provides specific information about a clear pathway to completion of degrees, diplomas and certificates. Students and their advisors can make informed decisions about whether completing the credential is best for the student.
2. **Streamlines the work of Student Services.** The FFNC tool reduces the days and weeks it would take to identify students at or close to completion to a matter of minutes. Finish First NC also facilitates proactive advising by equipping advisors with information needed to encourage students close to the finish line to not only complete, but also claim their credentials.
3. **Increases completions/graduation rates.** Because FFNC highlights which of our students have already fulfilled the requirements of a degree, diploma or certificate, we can award the credentials immediately, instantly increasing our completion rate.
4. **Personalizes re-enrollment outreach.** FFNC will show us the specific courses a student needs to take in order to complete a credential. Instead of sending a generic email that can easily go ignored, we can maximize our touchpoints with each student by sending targeted, personalized information that will encourage purposeful re-enrollment.

Finish First NC also promotes data-informed course scheduling, saves students money on education costs, and adds labor market value.

**Requirements (No Installation Needed)**

Finish First NC only requires technical tools our college already uses—Microsoft Excel, Entrinsik Informer, and Datatel/Colleague. No installation of new software is required. We just need commitment from college leaders so relevant departments can establish a process that will make FFNC function well at our institution.

**Next Steps**

Please have a look at the FFNC Web site: [www.WakeTech.edu/FFNC](http://www.WakeTech.edu/FFNC). If adopting FFNC is something you are interested in doing, I would be happy to reach out to the FFNC project team at Wake Tech to discuss scheduling a virtual site visit. The site visit should include leaders in **Student Services, Instruction, Institutional Effectiveness, and Information Technology Services**, so I would be glad to include them in this process as well.

Please let me know your thoughts. Thank you for your consideration.

Sincerely,

[Your Name]