**Pre-notification Templates for YFCY**

We encourage you to share information about your school’s participation in the Your First College Year (YFCY) Survey prior to administration. Informing students of the importance and value of the survey results for your institution can improve your response rates. We offer a template for you to distribute to faculty and staff, as well as a template to send to students. You can also use our [YFCY Survey Promo Pack](http://www.heri.ucla.edu/promo-packs.php) items to communicate information about the YFCY via social media or by displaying posters/flyers on campus. We suggest that you send your pre-notification emails a few days to one week prior to the start of your YFCY administration.

*Pre-notification letter for faculty/staff:*

*Subject Line*: Your First College Year Survey at {INSERT Institution Name}

Dear Colleague:

Assessing the impact of college is more important than ever before. By capturing extensive information about our students during their first year here at {INSERT Institution Name} we can identify the features of the first year that encourage student learning, involvement, satisfaction, retention, and success, thereby enhancing our academic and co-curricular programming.

{INSERT Institution Name} is participating in the Your First College Year (YFCY) Survey, a national survey developed by the Higher Education Research Institute at UCLA. With the results from the YFCY Survey, we can connect their adjustment to college with a comprehensive set of college experiences to measure the impact of college.

We are asking you to support this initiative by encouraging {Institution Name} students to complete the survey. {***Online/paper administration text will differ***} In the next week or so, they will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The YFCY will be open for students from/to {INSERT administration dates}. The survey will take approximately 25 minutes to complete. Please assure students that {INSERT Institution Name} and the researchers at the Higher Education Research Institute have taken every measure to ensure the confidentiality of the data collected.

If you have any questions regarding the Your First College Year Survey, please contact {INSERT Name and contact info of person/office conducting survey}.

 Thank you in advance for supporting this endeavor.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}

*Pre-notification letter for students:*

*Subject Line*: Your First College Year Survey at {INSERT Institution Name}

Dear {INSERT Student Name}:

In a few days you will receive an email invitation to participate in an online student survey. {INSERT Institution Name} is participating in the Your First College Year (YFCY) Survey, a national survey for students developed by the Higher Education Research Institute at UCLA. With the results from the YFCY we can gain insight into your experiences during your first year here at {INSERT Institution Name} so that we can continue to develop academic and co-curricular programming to meet our students’ needs.

We are asking you to support this initiative by completing the Your First College Year Survey. {***Online/paper administration text will differ***} You will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The YFCY Survey will be open from/to {INSERT administration dates}. The survey will take approximately 25 minutes to complete.

Your confidentiality is assured by officials at {INSERT Institution Name} and the researchers at the Higher Education Research Institute.

{INSERT details about incentives here if applicable to your campus}

Thank you in advance for your time in supporting this important endeavor. If you have any questions, please do not hesitate to contact {INSERT Name and contact info of person conducting survey}.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}