<table>
<thead>
<tr>
<th>Time Period</th>
<th>Task</th>
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| First Week of Classes (all advisees) | ➢ Send a "hello" email to all new freshman  
➢ Send a "welcome back" email to all returning advisees  
➢ Set aside 1-2hrs a week as an "advising office hour" |
| 20th day of classes (Freshman Advisees only) | ➢ Review 20th day grades & contact all advisees with 1 or more " UNSAT"  
➢ Discuss dropping classes & academic support options |
| 40th day of classes (all advisees) | ➢ Review Mid-term grades & contact all advisees with 1 or more failing (D,F) grades  
➢ Discuss dropping classes, academic support, and/or major exploration |
| 40th-50th day (all advisees) | ➢ Make sure all advisees are registered for the following term  
➢ Contact any that are not registered |
| Once Final Grades Post | ➢ Email a "congrats/Good job" email to all advisees that pass  
➢ Email all probationary students to meet with the Dir. of Student Success  
➢ Adjust schedule to meet probation (MT1016 & ≤ 15 credits) and re-enroll in failed courses |