

Suggested Undergraduate Advising Calendar

Time Period	Task
First Week of Classes (all advisees)	<ul style="list-style-type: none">➤ 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)	<ul style="list-style-type: none">➤ Review 20th day grades & contact all advisees with 1 or more "UNSAT"➤ Discuss dropping classes & academic support options
40th day of classes (all advisees)	<ul style="list-style-type: none">➤ Review Mid-term grades & contact all advisees with 1 or more failing (D,F) grades➤ Discuss dropping classes, academic support, and/or major exploration
40 th -50 th day(all advisees)	<ul style="list-style-type: none">➤ Make sure all advisees are registered for the following term➤ Contact any that are not registered
Once Final Grades Post	<ul style="list-style-type: none">➤ 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