

# Academic Advisor Resource

## Timeline and Messaging

	<u>Times to contact advisees each semester and messages to provide</u>
	<b>August or early September</b> – Welcome back and invitation to visit with you. Include office hours and contact information.
	<b>Early October</b> – It's time to begin thinking about plans for next semester. Invite advisees to contact you for pre-advising. Priority Spring Registration is right around the corner!
	<b>After mid-terms (October) are posted</b> – Remember to check your mid-term grades (if enrolled in 0-299 courses). Specific communication to students who had poor grades at mid-term: Drop deadline is coming soon, invite to meet with you if they need to withdraw from course(s).
	<b>October/November</b> - Graduating? Be sure to submit your grad app by Dec 1 for May graduation.
	<b>Mid-November</b> – If you haven't yet met with me, don't wait, classes are filling!
	<b>December</b> – Grades will be posted on _____. I will be leaving campus for winter break on _____. If you need to meet before I leave, please let me know.
	<b>January or early February</b> – Welcome back to campus and invitation to visit with you. Include office hours and contact information.
	<b>Early March</b> – It's time to begin thinking about plans for next semester. Invite advisees to contact you for pre-advising. Priority Fall Registration is right around the corner!
	<b>March/April</b> – Graduating? Be sure to submit your grad app by May 1 for December graduation.
	<b>After mid-terms (March) are posted</b> – Remember to check your mid-term grades (if enrolled in 0-299 courses). Specific communication to students who had poor grades at mid-term: Drop deadline is coming soon, invite to meet with you if they need to withdraw from course(s).
	<b>Mid-April</b> – If you haven't yet met with me, don't wait, classes are filling!
	<b>May</b> – Grades will be posted on _____. I will be leaving campus for summer break on _____. If you need to meet before I leave, please let me know.