Suggested Undergraduate Advising Calendar

Tim e Period	Task
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