

First-Year Student Academic Advising Calendar

Month	Dean's Office	Registrar's Office / Dates	Advisors
August	<ul style="list-style-type: none"> <li>• Makes advising assignments</li> <li>• Sends advisee lists &amp; files to advisors</li> <li>• Hosts advising workshop</li> <li>• Enters advising assignments in Banner</li> </ul>	<ul style="list-style-type: none"> <li>• Verifies student academic interests</li> <li>• Finalizes student schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Review advisee information prior to arrival (e.g. AP/IB scores, HS curricula, fact sheets)</li> <li>• Host group meeting with all advisees on Sunday of New Student Orientation</li> </ul>
September	<ul style="list-style-type: none"> <li>• Makes advising assignment changes as needed</li> <li>• Meets with students on academic probation</li> </ul>	<ul style="list-style-type: none"> <li>• Drop/Add period through 2<sup>nd</sup> week of classes</li> <li>• Conversion to pass/fail through 2<sup>nd</sup> week of classes</li> <li>• Audit declaration through 2<sup>nd</sup> week of classes</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> individual advisee meetings               <ul style="list-style-type: none"> <li>○ Advisor/Advisee roles and expectations</li> <li>○ General academic goals, areas of interest</li> <li>○ Common Course of Study</li> <li>○ Important dates/deadlines</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>• Receives mid-term grades</li> <li>• Meets with students who have multiple Ds or one F</li> <li>• Recommends advisor meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Fall Break normally Monday and Tuesday of second week</li> <li>• Mid-term grades due from faculty to Registrar's Office</li> <li>• Submit mid-term grade notices to students below C average</li> </ul>	<ul style="list-style-type: none"> <li>• Notified about and meets with advisees who have received mid-term grades in one or more courses</li> </ul>
November	<ul style="list-style-type: none"> <li>• Class Deans continue to meet with students as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Spring pre-registration period normally first three weeks of November</li> <li>• Last day to withdraw from fall courses</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with all advisees to discuss spring course selections, provide pre-registration PINs and discuss course withdrawal, as necessary</li> </ul>
December	<ul style="list-style-type: none"> <li>• Class Deans continue to meet with students as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Last day of classes &amp; final exams</li> <li>• Final grades due to Registrar</li> </ul>	

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January	<ul style="list-style-type: none"> <li>Meet with Academic Progress Committee (APC) to determine academic warning, probation and required withdrawal</li> <li>Send notices to students and their advisors on behalf of the Academic Progress Committee</li> </ul>	<ul style="list-style-type: none"> <li>Meet with APC and Deans for student action</li> <li>Interim session</li> </ul>	<ul style="list-style-type: none"> <li>Notified about advisees on warning, probation or required to withdraw</li> </ul>
February	<ul style="list-style-type: none"> <li>Class Deans meet with all students on academic probation/warning</li> <li>Recommends advisor meetings</li> </ul>	<ul style="list-style-type: none"> <li>Drop/Add period through 2<sup>nd</sup> week of classes</li> <li>Conversion to pass/fail through 2<sup>nd</sup> week of classes</li> <li>Audit declaration through 2<sup>nd</sup> week of classes</li> </ul>	<ul style="list-style-type: none"> <li>Meet with students on academic warning or probation from fall semester</li> </ul>
March	<ul style="list-style-type: none"> <li>Receive mid-term grades</li> <li>Meet with students who have multiple Ds or one F</li> <li>Recommends advisor meetings</li> </ul>	<ul style="list-style-type: none"> <li>Spring Break normally second or third week of March</li> <li>Mid-term grades due to Registrar's Office</li> <li>Submit mid-term grade notices to students below C average</li> </ul>	<ul style="list-style-type: none"> <li>Notified about and meet with advisees who have received mid-term grades in one or more courses</li> </ul>
April	<ul style="list-style-type: none"> <li>Class Deans continue to meet with students as needed</li> </ul>	<ul style="list-style-type: none"> <li>Fall (and summer) pre-registration period normally first three weeks of April</li> <li>Last day to withdraw from spring courses</li> </ul>	<ul style="list-style-type: none"> <li>Meet with all advisees to discuss potential majors and fall course selections, provide pre-registration PINs and discuss course withdrawal, as necessary</li> </ul>
May	<ul style="list-style-type: none"> <li>Class Deans continue to meet with students as needed</li> </ul>	<ul style="list-style-type: none"> <li>Last day of classes &amp; final exams</li> <li>Final grades due to Registrar</li> </ul>	
<i>Sophomore Year</i>	<ul style="list-style-type: none"> <li>Meet during fall semester with more intentional focus on choosing major(s)</li> <li>Students select major(s) in February and receive new advisors (where appropriate)</li> </ul>		