

ACADEMIC ADVISING TIMELINE

FALL SEMESTER



Academic Advising in the fall semester often culminates with Registration Advising. But before that, students may need help with:

- Drop/add during the first week of classes
- Managing a difficult class
- How to declare or change majors and minors
- Planning study abroad
- Finding an internship

FALL TERM REGISTRATION ADVISING

Students select classes for winter & spring terms in early November. We recommend you reach out to advisees shortly before/after fall break. Let them know when & how to schedule a meeting with you. We recommend 30 minutes per meeting. Depending on advising caseload, you may need 2 or 3 weeks to meet all advisees.



Students can also register for summer classes at this time, though many don't do so until the start of the new year.

WINTER TERM



Students are usually heavily focused in their winter course but they do reach out for advising help. The advising focus in Winter Term usually is about these 3 topics:

- Upcoming fall full semester study abroad
- The graduation plan
- Adjusting the spring schedule

SPRING SEMESTER

You will find that the needs and topics for advising are very similar from the fall. But we do want to add two reminders for advisors.

- For faculty advisors, you may have new advisees. Please welcome them to your department.
- For ELN 101 advisors, undeclared sophomores may be starting to feel the pressure to declare their major. A little outreach can go a long way.



SPRING TERM REGISTRATION ADVISING



In spring, faculty advisors are likely to have new advisees. We recommend you reach out to advisees for registration advising just before or after spring break.

OnTrack locks for part of the summer. Advisees won't be able to make schedule changes on their own during that time. Refer advisees to OnTrack to check the date/time that it locks for the summer.

SUMMER ADVISING

Students will reach out sometimes with questions in the summer. Have an away message response if you are not able to consistently respond over the summer.

Students changing a major or minor can contact the Office of Academic Advising to update their fall schedule.

Students will have access to OnTrack in early August so be ready for communications to heat up again as that timeline approaches.

