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Message Sent to Students in Week 9

Many of you have a system in place to prepare your advisees for fall registration. We encourage you to continue that process, but we ask that you review what we recommend below and that you have your students fill out the Personal Assessment Form (see attached) to discuss during the advising meeting.

To prepare for the advising appointment we encourage you to:

- 1) contact your advisees during week 9 to arrange an appointment (minimum 30 minutes) with you
- 2) We ask that you attach the Personal Assessment Form (PAF) to your e-mail message.
- 3) Also, we have provided a form for students to use to list potential courses. If you have developed your own form, by all means feel free to use it.

Sample Email

Dear _____

We are approaching the course registration period for the fall semester. I want you to think about the types of classes, subjects, and learning spaces you've encountered here. What have you discovered that you enjoy or what has been helpful? Are you satisfied with your academic performance to date? Here is what you need to do to prepare for our next meeting:

- Complete the attached "Personal Assessment Form" and bring it with you.
- Review course descriptions.
- Make a list of courses of interest and be prepared to talk about why you have selected these courses. (The attached course form is intended to assist you in this effort.)
- Sign up for an advising appointment (prepare to meet for at least 30 minutes). (Provide sign-up instructions.)