

Yearly Advising Framework 2021–2022

Dates	Activity	
Aug 14 th -17 th	Orientation activities (first-year advisors and advisees)	■ First-Year Students
Aug 19 th	Second-Year Class Meeting ⁱ ; Senior Class Meeting ⁱ	■ Other Students
Aug 18 th	Fall Term classes begin–review registration ⁱⁱ of all advisees	■ All
Aug 24 th	Last day to add/drop & finalize confirmation	
Sept 10 th -14 th	Progress Report discussions as needed ⁱⁱⁱ	
Sept 14 th	Last day to withdraw from course w/out a WP or WF	
Sept 16 th	Third-Year Class Meeting ⁱ	
Oct 13 th -17 th	Mid-term grade review & discussion ^{iv}	
Oct 15 th	Last day for student BIST applications	
Oct 18 th -31 st	Registration prep meetings with advisees ^v	
Oct 20 th	Last day to withdraw from a course and apply for Leave of Absence	
Nov 1 st - 10 th	Registration for spring 2022 & summer term 2022	
Nov 11 th	Review student registration	
Dec 15 th -Jan 2 nd	Respond to SAAS email requests regarding suspended students	
Jan 7 th -11 th	Review grades & modify schedules in response to fall performance	
Jan 11 th	Spring term classes begin–review registration of all advisees	
Jan 20 th -Mar 16 th	Declaration of major (DOM) process ^{vi}	
Jan 17 th	Last day to add/drop & finalize confirmation	
Feb 1 st -5 th	Progress Report discussions as needed ⁱⁱⁱ	
Feb 7 th -11 th	Registration for May term 2021	
Feb 14 th	Last day to withdraw from course w/out a WP or WF	
Mar 14 th	Deadline for designation of exploratory area of interest	
Mar 2 nd - 7 th	Mid-term grade review & discussion ^{iv}	
Mar 22 nd	Academic program meeting according to exploratory interest	
Mar 18 th	Last day to withdraw from a course and apply for leave of absence	
Mar 21 st -Apr 8 th	Registration prep meetings with advisees ^v	
April 11 th -20 th	Registration for fall term 2022	
April 19 th	Deadline for summer 2022 internship proposals	
April 25 th	Review registration for fall & summer terms ^{ii vii}	
May 16 th -19 th	Respond to SAAS email requests regarding suspended students	

- i. Class meetings are designed to review processes and procedures with students as a large group.
- ii. Ensure full-time status, accurate registration without HOLDS, and that registration reflects current academic interest and promotes steady progress.
- iii. Following the first three weeks of class, instructors submit Progress Reports with student performance class performance information. Advisors can use this information with advisees to reinforce good performance and recalibrate as necessary. This may be a good time to point to additional resources that can assist the student, if needed. In some cases, a course should be dropped.
- iv. Mid-term grades are vital for students and advisors. Reviewing mid-term grades with students can be extremely helpful as advisors can use this information to reinforce good performance and recalibrate as necessary. This may be a good time to point to additional resources that can assist the student, if needed. In some cases, withdrawing from a course should be considered.
- v. To facilitate registration meetings you might ask your advisees to prepare by: (1) having all HOLDS resolved, (2) reviewing DegreeWorks, and (3) drafting a schedule with some options.
- vi. Second-year students in the second term are asked to declare a major, with programs reviewing that declaration. Accepted & conditionally accepted students work with newly assigned advisors to complete Electronic Curriculum Plans in the Degree Works Planner (**due to advisor--Feb 25th**).
- vii. Review Degree Audit in Degree Works for students graduating in May or summer. Degree Audit for May graduates should show completion. Contact Kathy Wallace in the Office of the Registrar with questions.