

## TIMELINE FOR ADVISORS

The following outline provides a list of dates during the academic year when academic advisors are expected to be available.

### Late August/Early September

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1. In late August, advisors are notified about their advisees. At that point, **send correspondence to advisees**. (*Following is a suggested template; feel free to edit this as you see fit, or to write your own*)

Dear [names],

First of all, congratulations and welcome to Wesleyan!

I'm writing now because I will be your academic advisor for the next three semesters, until you declare a major, and I want to give you an idea of what we will be doing. After you arrive on campus we'll have a small-group meeting at which we'll discuss issues like the general education expectations and the honor code. Then I'll meet with each of you individually to review your courses for the fall term. Naturally you'll be most concerned with getting your schedule set, but I'd also like you to think more broadly about what you want to get out of your Wesleyan education. I do NOT mean that you have to choose a major now. Instead you (and we) can consider what your academic strengths and interests are, and what you'd like to explore or improve. When you come for your individual meeting, you will be enrolled in four courses, which we will discuss in light of your educational goals, intellectual interests, and the skills you want to develop. Keep in mind that you're entering a rich liberal arts curriculum. You should also feel free to write me with any concerns you have.

I look forward to meeting you and to working with you.

2. Freshmen arrive on campus for orientation  
Conduct group meetings  
Conduct one on one meetings
3. Drop/Add

### Late September/Early October

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1. Send check-in note to advisees. (*You can use the one below minus the registration information*)

## **November**

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1. Course registration for the spring semester  
Planning  
Adjustment

### ***Send correspondence to advisees.***

Dear [names],

Apologies for the semi-mass-email but it's by far the easiest way to get in touch with you.

Hard as it is to believe, we're rapidly approaching course registration for the spring term, and I'm writing now just to check in and ask how you're doing. Write me back with a quick update, no more than a few sentences, and let me know how things are going. For those of you on campus who will be here next term, we'll set up a schedule of meetings closer to the actual registration process. At that time, please have ready a list of 10-12 courses; it would also be very useful if you had them in at least a provisional order of preference.

2. Course Withdrawal deadline – need advisor approval

## **January**

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1. Drop/Add

## **Late February**

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1. Send check-in note to advisees  
Sophomores: Need to declare majors prior to spring break (typically early March) and also submit applications for study abroad (late Feb./early March)

## **Late March/Early April**

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1. Course registration for the fall semester  
Planning  
Adjustment

***Send correspondence to advisees.***

Dear [names],

This is much like the note you got from me during the past fall semester. Hard as it is to believe, we're rapidly approaching registration for the fall term, and I'm writing now just to check in and ask how you're doing. Write me back with a quick update, no more than a few sentences, and let me know how things are going. For those of you on campus who will be here next term, we'll set up a schedule of meetings closer to the actual registration process. At that time, please have ready a list of 10-12 courses; it would also be very useful if you had them in at least a provisional order of preference.

2. Course Withdrawal deadline – need advisor approval

**Early May**

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1. Send check-in note to advisees about the end of classes and finals.