Dear advisee,

The academic advising season is fast approaching, and I look forward to meeting with you. Since you’re new to campus, I wanted to take this opportunity to explain the advising process and clarify my expectations for our upcoming meeting.

Advising for spring semester begins on October21st and your registration period starts at 7:00 P.M. on November 14th. So, in order for you to register on time, we’ll need to meet at least once between October 21st and November 14th. Please don’t put this off until the last minute.

Right now, you have an “Advisor Hold” on your VandalWeb account, which I will take off after our discussion. Once your hold has been removed, you are free to register anytime after 7 P.M. on November 14th. Unlike Vandal Friday, you are now responsible to register yourself at the appropriate time and should have a full schedule of classes ready long before your registration period opens. To ensure this process goes smoothly, I’ve included the steps below to help you prepare for our first advising appointment.

Here are the steps you’ll need to complete before we meet:

1. Sign up for an advising appointment by \_\_\_\_\_\_\_\_\_\_(replying to this email, signing up on my office door, contacting the administrative assistant, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Write down your appointment time in your academic planner and put it in your cell phone calendar to make sure you remember it. If you cannot make it for some reason, let me know as soon as possible, so we can work to reschedule.

3. Using the work sheet attached, your degree audit on VandalWeb, and the [course schedule](http://www.uiweb.uidaho.edu/schedule/), create a schedule of classes for next semester. I suggest you use a pencil for this process as many things are likely to change. Refer to the tips below to help you choose your courses. Since courses often fill up, it’s always a good idea to have a contingency plan ready in case something in your schedule needs to be changed.

4. Bring a completed draft schedule with you to our meeting. Also, please bring any questions you may have about academic advising or the university in general.

During the meeting, we’ll review your course schedule for next semester, discuss your current classes, and get to know each other. Please don’t be afraid to bring questions that have bubbled up during these first weeks at the University of Idaho. I may not know the answer off the top of my head, but I’ll be happy to help send you in the right direction.

Also, here are some campus resources I’d like you to know about:

Academic Advising Website: [www.uidaho.edu/academic-advising](http://www.uidaho.edu/academic-advising)

The Counseling and Testing Center: <http://www.ctc.uidaho.edu>

Academic Support & Assistance Programs: <http://www.uidaho.edu/studentaffairs/asap>

Writing Center: <http://www.uidaho.edu/class/english/WritingCenter/>

Statistics Assistance Center: <http://www.uidaho.edu/sci/stat>

Career Center: <http://www.uidaho.edu/careercenter> (not just for seniors!)

Women’s Center: <http://www.uidaho.edu/studentaffairs/womenscenter>

Campus Recreation: <http://www.campusrec.uidaho.edu>

Dean of Students: <http://www.uidaho.edu/DOS>

I’m looking forward to our advising appointment. Good luck on your exams and assignments.

Best wishes,