

## First Year Advising: Points of Contact between You and Your Advisees

*This chart outlines the basic parameters of when and why you will meet with your advisees. You may also choose to meet with or contact your advisees at other times, as necessary. A staff or faculty member may also contact you about an advisee.*

### FIRST YEAR

#### Fall Semester

Mid-August	Receive information about your first-year advisees. You should (1) review this information and (2) contact the advisees before they come to Rhodes.
Week before classes	Group meeting with first year advisees. General advice and consultation over fall schedule concerns. Individual meetings with advisees.
September	Progress reports submitted. If your advisees receive progress reports, meet with them.
October	Mid-semester grades. Review grades for all advisees and meet as necessary.
October /November	Pre-registration. Meet with advisees to discuss spring course planning. Distribute preregistration pins (after meeting only!)
December	Course schedules for spring released. If advisees have schedule problems or concerns, they may want to meet.

#### Spring Semester

February	Progress reports submitted. If your advisees receive progress reports, meet with them.
March	Mid-semester grades. Meet with advisees as necessary.
April	Pre-registration. Meet with advisees to discuss spring course planning. Distribute preregistration pins (after meeting only!)
April	Course schedules for spring released. Advisees may contact you.

### SECOND YEAR

#### Fall Semester

(Throughout)	Students may declare a major.
Prior to classes	Advisees may contact you with questions or schedule concerns.
September	Progress reports submitted. If your advisees receive progress reports, meet with them.
October	Mid-semester grades. Meet with advisees as necessary.
November	Preregistration. Meet with advisees to discuss spring course planning. Distribute preregistration pins (after meeting only!)
December	Course schedules for spring released. If advisees have schedule problems or concerns, they may want to meet.

#### Spring Semester

February	Progress reports submitted. If your advisees receive progress reports, meet with them.
March	Deadline to declare a major. Mid-semester grades. Review grades for all advisees and meet as necessary.