

Sample SSC communication from faculty advisor Heather Anderson-Evans to her advisees to set up their advising appointments in SSC:

Please schedule your Advising Appointment.

Hello (student first name):

I would like you to schedule an appointment with me for your **(next semester)** advising during the **(advising week(s) of ...)**.

To do so, please click the following link, select a time that works with your schedule, and click "Save." You will receive an email confirming the appointment time and details. My office is located in **(... Hall, Room ...)**.

Please be considerate and sign up at least 24 hours in advance. If you need to cancel, please do so at least 12 hours prior to your scheduled appointment and use the link below to reschedule. Please note that if you do cancel, you run the risk of not being able to meet with me before registration begins, which means that you would not be able to register on time.

In preparation for your advising appointment, you should do the following 3 things:

1. Review your current progress in Degree Audit and determine the classes that you need to take, then review the schedule of courses that are being offered [next semester] on Degree Lookup.
2. Complete a draft plan of your proposed courses, including the class meeting times, schedule, etc. and add to the planner feature on Degree Audit (see below for how to do this)
3. Prepare a list of questions you would like to discuss concerning your academic goals, career plans, and progress in current courses.

I encourage you to use the planner feature in Degree Audit. Click on the "Planner Tab," select a term on the right-hand side of the page, and simply drag and drop courses from the worksheet to the term plan. Type a name in the description field, click the "LOCK" box as well as the box beside the term, and then click "SAVE PLAN." I can see your saved plan and notes in the planner and I recommend that you complete a draft plan prior to your scheduled appointment time.

(schedule link)

Thank you! See you soon,

Dr. Evans-Anderson