

*Sample email communication from faculty advisor Diane Everett to her advisees to set up their advising appointments in SSC:*

**(date)**

Dear **(advisee)**,

Advising period for **(semester and year)** is the week of **(dates)**. I've set up an advising campaign through Student Success Collaborative (SSC) for you to sign up for an advising appointment of up to 30 minutes with me in my office **(Hall, Room)**. The days and times I'm available for advising are on SSC, as follows:

**(list days of the week, dates, and times for each day)**

I expect you to come prepared for your advising appointment. Coming prepared entails completing these steps:

**Before you come for your advising appointment**, please do the following:

1. Read the information for students about advising and registration that is available on Stetson's Registrar's Office webpage (<http://www.stetson.edu/administration/registrar/>).
2. Review the general education requirements for your degree and the requirements for your major(s) and minor(s). This information is on your degree audit (accessed through my.stetson), as well as in Stetson's *Catalog*, which is available at <http://catalog.stetson.edu/>.
3. Review your degree audit *very carefully* as you plan your course schedule for [the next term]. Note which courses you still need to take, and, if you believe that some of the courses on your degree audit need to be shifted, please write them down and bring them to your advising appointment.
4. Build a course schedule for [the next term], based on steps 1 and 2: Go online to Stetson's homepage; click on the Registrar's Office; click on the schedule of classes for the appropriate term; and select courses that are open (i.e., have seats available). You can also access that term's course schedule through my.stetson on the Intranet. Here are some helpful tips:
  - a. You can search by Subject area, by General Education (Gen Ed) area, by Interdisciplinary Programs, and by class level. To do the latter, go to the "Course Number" box, and type in "1%" for 100-level courses, "2%" for 200-level courses, and so forth. Keep in mind that searching by Gen Ed designation will eliminate many appropriate courses for students that may meet major, minor, or elective areas. There are quite a few 100- and 200- level courses that are not Gen Ed courses, but that are great for students who want to explore a field of study.

- b. You can click on the “Open Courses Only” box to eliminate closed courses from your search. This delimitation may or may not be helpful, depending upon how accurate the caps are in each course, but it is a quick way to see where there are open seats.
  - c. You can view the *Catalog* description for any course by clicking on its CRN next to the course (on the hyperlink in green) and then by clicking on “View Catalog Entry” from the course information page.
  - d. Keep in mind that, on the course schedule, closed classes have a “C” in the far left column beside the course information; they may also have a number in the “Act” column that is equal to or greater than the “Cap” (capacity) column. (“Rem” indicates the number of remaining seats.) Do not list closed courses on your tentative course schedule, unless you’ve already gotten the instructor’s permission to take the course (i.e., the professor has entered a course override for you). (Some classes that indicate they are closed may show open seats in them, because some seats are being reserved for majors, minors, students in certain class years, or other types of students. Some courses have a cap of zero and are closed, because they have not yet been staffed.) If a course is closed and you would register for it, if it were open, then you may add your name to its waitlist, in case a seat becomes available. (The Registrar’s Office has instituted an automatic waitlist for closed courses; see the “Waitlist FAQ” on the Registrar’s Office webpage for information about this process.)
  - e. See, too, the registration schedule on the Registrar’s Office webpage at the “Registration” link. Keep in mind that classes that are open on one day may longer be open (i.e., have seats available) on subsequent dates, and so forth. For this reason, once you’ve created your [next term’s] course schedule, you should continue to check the availability of seats in courses in which you’re interested before you register once registration has begun, and adjust your proposed schedule accordingly, as the number of available seats in courses continues to shift.
  - f. Remember, a full-time schedule is 4 one-unit courses in the College of Arts and Sciences. A course schedule below 4 units (i.e., 16 credits) may jeopardize your financial aid or your ability to graduate within four years (i.e., fall and spring semesters).
5. In building your course schedule for [next term], record the course CRN, department prefix and number, Gen Ed designation (if applicable), section number, course title, and days and times when it meets. Note whether each course fulfills a Gen Ed requirement, a major requirement, a minor requirement, and/or an elective. Include a long list of alternate courses, because, by the time you register, a course may be closed. This is especially likely to be the case for students with fewer earned credit hours, who register after students with more earned credit hours. Also, pay attention to prerequisites, co-requisites, course sequencing, plans to study abroad, and so forth. Consult Stetson’s *Catalog*; in addition to describing the courses in which you’re interested, it also provides such information. **Bring two copies of the document containing this information to your meeting with me, please.**

6. Review and revise (or create) your semester-by-semester course plan for your remaining time at Stetson. If you have not already created such a course plan, you should do so for the rest of your time at Stetson. That plan should map out the remaining courses you need to take to fulfill the Gen Ed requirements and requirements for your major(s) and minor(s), along with any electives in which you're interested. Pay attention to pre-requisites, co-requisites, collateral requirements, and so forth. Don't forget to include possible internships, practicums, study abroad, and the like. Record this information in the "Planner" section of your degree audit, and email me once you have completed this task, OR bring two copies of the document containing this information to your meeting with me, please.
7. **Please come to your advising appointment prepared and on time.** As applicable, please bring two copies of the documents described in points 5 and 6 above to your meeting with me. These copies--containing all of the information specified above--is your "ticket" to your advising meeting. Based on best practices for advising, we will not use your advising appointment to build a course schedule from scratch if you show up for your advising appointment unprepared. Students need to take ownership of their own education and make informed decisions about their educational choices; my role is to assist you in this endeavor.

In addition to the two documents described in points 5 and 6 above, please also bring a copy of your degree audit to your appointment or have access to it on your electronic device.

During your appointment, in addition to reviewing your course schedule for next term, we'll discuss your interests, goals, and plans as they pertain to possible post-graduate education and your career and ways to engage at Stetson and in the community that will further the achievement of your goals.

Finally, if you will not be prepared for our appointment (e.g., will not have completed the documents described in points 5 and 6 above), please reschedule your advising appointment via SSC and select another appointment time when you will be prepared for our meeting.

I look forward to seeing you soon,  
Dr. Everett