

You are getting this email because you are one of my advisees - and advising for SEMESTER YEAR registration begins DAY, MONTH ##, when the course schedule offerings will be available in Bearpaws.

Please take the following steps:

A) Read this entire email, especially if you've never gotten one – or just haven't read it - before.

B) If I am the advisor for your major, you must make an appointment to have your advising hold removed for registration (if you are a double major, you may choose to meet with a different advisor to have your hold removed– but it's a good idea to at least check in with me over email.) If you are graduating, you do not need to make an appointment, though you may choose to do so. If I am the advisor for your minor, meeting with me is technically optional (I can't remove your advising hold) but you might want to check in with me at least over email to make sure you're on track. You can also make an appointment if you want.

C) Sign up for an appointment. The instructions are below. I schedule appointments online.

D) Prepare for your appointment. Use the degree progress information in Bearden, the class listings in Bearpaws, and the course description book on the department web page to plan a possible schedule for yourself. More information is below.

E) Attend your appointment on time. If you sign up, for example, at 2pm, please recognize that 2:00 does not mean 1:45 or 2:15 or 2:30. I am expecting you at 2pm and can only guarantee my presence at 2pm. (You can arrive early, just know you might need to wait.) If you cannot make the appointment please, NOTIFY ME so someone else can make use of that time.

### **MAKE AN APPOINTMENT**

\*\*I have ### appointments available for advising MONTH ##-MONTH ##. After MO/DA, the only available advising times will be during my regular open office hours, so be sure to read all the information below and take action soon!

\*\*To make the process convenient and (hopefully) easy for everyone, you will sign-up for appointments online.

a. Go to <http://www.agreeAdate.com/unique>

b. Enter your name and email address.

c. Select your appointment - a couple days in advance (and if you need to change your appointment, you can do that on the website, too.) If you have any technical difficulties (the link doesn't work, you can't sign-up, etc.), just send me an email. ~You will receive a confirmation within 24 hours, and two reminders for the appointment - the first a day in advance, the second an hour in advance. (If you *don't* receive confirmation, it means you didn't complete the sign-up; go back and try again.)

### **PREPARE FOR YOUR APPOINTMENT**

1] Get an advising form from the folder outside my office (Morey 248) or from the Department Office (Morey 120).

2] You MUST fill out the form with a tentative selection of classes BEFORE coming to your appointment. If you are unsure how to complete the form, a sample is outside my office door, and attached as a PDF to this email. ~Crafting your own schedule gives us a starting place for discussion and gives you some control over your education. (Isn't it nicer to make your own schedule and choose your own classes than having someone else tell you what to do and when?)

➤ Use Bearden to help you identify what requirements/courses you still need. If you have any questions about requirements, you can ask them at our meeting or email me in advance.

➤ The schedule of classes will be on Bearpaws, and it's easy to find courses that fulfill your requirements by using the drop-down search menus provided. (You can, for example, search for classes that will meet specific Gen Ed requirements, or for just Communication classes, or for classes offered by specific instructors, or on particular days.) See the attached screenshots for help navigating these menus if you don't know how. (In planning a schedule it's important to look at what courses are in the schedule, not just what options are listed in your program or in the college catalog – not all classes are offered every semester.)

➤ Course restrictions (like major, class standing, or prerequisites necessary for the class) are always listed in the description details for a course. Again, see the attached files if you don't know how to find these.

➤ Communication and English course offerings with full descriptions will be made available in PDF online at <http://www.potsdam.edu/academics/AAS/Engl/resources.cfm>

Also, FYI: all academic policies regarding class standing, credit loads, etc. are always available to you in your Undergraduate Catalog.

