



## Faculty Advising/Mentoring Responsibilities & Important Dates

- Proactively establish a relationship with the student mentee that encompasses academic, career and professional advising.
- Assist the student in the evaluation of their academic performance, helping to instill traits such as self-accountability, follow through and persistence.
- Assist students in the development of an academic plan to ensure program completion.
- Faculty advisors/mentors will be available to students via appointment during office hours, as well as at designated times and locations during the advising and registration period.

Task	Timeframe
<b>Set Appointments and Register Your Currently Enrolled Students/Advisees into Next Semester Courses</b> → Email Your Advisees to tell them when you are available for office hours, advising appointments, and how to best contact you to set those appointments.	<b>During Registration Periods</b> → Registration for Fall semesters begin around the first week of April each year. → Registration for Spring & Summer semesters begin around the first week of November each year. → You will be notified when students are alerted that it is time to set their next semester registration appointments.
<b>Enroll or Change Courses for Your Current Advisees Up Through the First Week</b>	<b>Through First Week of Each Semester</b> → Students may change schedules, courses and sections through first week of the semester
<b>Send Email to Your Newly Assigned Advisees Introducing Yourself</b>	<b>Each Semester as Necessary and Just Before New Registration Periods Open</b>
<b>Check Progress Degree Audits &amp; Send Reminder Emails About Applying for Graduation</b>  <b>Advising Center Sends Communications</b>	<b>Around 4<sup>th</sup> Week of Semester Applications Due:</b> → By November 1, for Fall Graduation → By March 1, for Spring Graduation → By April 1, for Summer graduates participating in May Commencement → By June 1, for Summer Graduation
<b>Send Reminder Emails About Resources Available &amp; Checking In/Offering Assistance</b> <b>Advising Center Sends Communications</b>	<b>Around Mid Terms</b>
<b>Begin Again at the Top – Set Appointments and Register Current....</b>	<b>During Registration Periods</b>