**Suggestions for July 2020 Summer Advising Process**

Pre-appointment

1. Write a single email to be sent to all of your advisees through your advising portal. In this email, reconnect with them and

a. Ask them to look at the new course schedule in advance of your meeting and determine if their courses will have to change or confirm that their schedule can be as planned.

 b. Remind them of the options for fall courses : in-person/remote/hybrid, 10 weeks vs 13 weeks with new block schedule and class times J term course offerings are expanded and count as their fall semester classes

1. Encourage them to reflect on their experiences with the spring courses going online
2. direct them on your preferred method of scheduling an appointment (google form, Microsoft scheduler, Doodle, TC scheduling system through the portal, etc.)

2. Review the transcripts of your advisees with special attention to the class of 2021: Note what they need to graduate in terms of major requirements, distribution requirements, total number of credits

The Appointment

 While this is an extra burden on faculty, remember the students are very anxious about what will be happening and if they will be able to get the courses they need. We strongly encourage you to use an interactive format for these appointments such as a phone call or Zoom and suggest the following general format.

1. Acknowledge the difficulties we all face; ask about their personal situation and well-being.
2. Determine if the courses they intended to take are available or if changes are needed. Remind them of the hours required for the 10 week courses and discuss the necessity/wisdom of spreading courses out between fall and J term.
3. Remind them of the different instructional modes and ask which they are most comfortable with/able to take formats. If the student wants to or now has to take courses online, ask how that went in the spring and how they might do things differently/better this semester
4. Review what they need to take to stay on track and make sure the plan developed for fall/J term meets those goals. Make note of courses that may now require a PIN for registration.
5. Once everything is all set, release the registration hold before ending the appointment.