Spring 2022
Information for Undergraduate Assigned Advisors

Below are suggested tasks for undergraduate assigned advisors, followed by key UG advising related dates/deadlines.

Suggested Semester Tasks for Undergraduate Assigned Advisors

Start of the Semester Welcome advisees to the Spring Semester	**Send a WELCOME BACK EMAIL:** - See your list of your advisees and consider sending them a welcome back email. How-To Video - Share with your advisees your Faculty Office Hours and how they can contact you. We suggest using the "Faculty Office Hours" feature in Navigate as an easy way students can make appointments with you (virtual or in person). How-To Video or How-To PDF - Refer students to the Academic Advising Centers for additional advising support. - Encourage students to use tutoring and other resources at CASAS. - Tell students about the ONESTOP link with information and LiveChat for all student-facing offices. - Remind students to apply to the SCSU Foundation-Based Scholarships due 2/15.
Week of Feb. 24 Communicate about March Advising Meetings	**COMMUNICATE about March advising appointments:** - The week of February 24th, - before the "March advising season" begins - email your advisees about how to make an advising appointment and explain your expectations for how they should prepare for the meeting. We ask that you communicate with your advisees by March 1. - We recommend using Navigate Appointment Campaigns or Faculty Office Hours as an efficient way to book appointments. - Encourage students to use the course schedule available on 3/02 in Schedule Planner, Catalogs and Maps and any department specific tools to prepare for the meeting.
Month of March Academic Advising Appointments	**Hold ADVISING MEETINGS:** - All students need to meet with their assigned advisor to discuss their program of study, course registration and receive their registration pin. - Registration Pins and the course schedule will be available on March 2. - Assigned advisors should use Navigate to leave an Advising Appointment Notes/Reports. You can also see notes left by others in Navigate. - If you have concerns about your advisee, use Navigate to Issue an Alert. - You can refer students to the Academic Advising Centers for additional advising support.
Month of April Priority Registration Dates 4/4-4/25	**PRIORITY REGISTRATION Period:** - Refer students to the Academic Advising Centers for additional advising support. - Point students to Registration Checklist, where they can use a new tool that gives each student their exact registration date/time. - Encourage students to use Schedule Planner as a powerful tool for course registration. - The Academic Advising Department communicates with and offers support to students who don't register on their priority date.
End of the Semester Communicate with Advisees	**GIVE contact information for summer-break:** - Send an email to continuing advisees letting them know if/how they can contact you over the summer and that they can use the Academic Advising Centers for additional advising support. - If you will not be answering emails regularly over summer, leave an out-of-office message directing students with questions about the Major to your chair/coordinator and with general advising questions to the Academic Advising Centers.

Spring 2022 Undergraduate Registration and Advising Related Deadlines

Not all dates are on this list - to find a deadline not listed here search or subscribe to the Academic Calendar.

January	**Start of the semester**
1/18	Last day to withdraw from the semester with full refund for full-time students
1/25	Last Day Add/Drop
1/25	Last day to withdraw from the semester with full refund for part-time students
1/25	Pass-fail and audit contract deadline for first 8-week classes, see academic forms.
February	
2/02	Attendance Reporting Due - Attendance Reporting How-To PDF.
2/8	Pass-fail and audit contract deadline for full-term classes
02/15	SCSU Foundation-Based Scholarships application due
2/15	Midterm grades due for first 8-week courses- viewable in Navigate_student's profile page_courses tab.
2/17	Incompletes from Fall and Winter turn to F's
March	**Academic Advising Month**
3/01	Assigned Advisors communicate with advisees to book advising meeting in March.
3/1	Last day to withdraw from first 8-week classes and receive W's
3/1	New tool for students to look up date and time directly will be available on the Registration Checklist.
3/02	Annual Course Schedule is available (Summer 22- spring 23) on BannerWeb and in Schedule Planner.
3/02	Registration Pins available in Navigate on student's profile page.
3/10	Spring Break - If needed, leave out-of-office message with link to Academic Advising Center.
3/15	Midterm Grades Due for full-term courses – viewable on Navigate_student's profile page_courses_tab.
3/17	Final grades available to students/advisors for first 8-week term
3/21	Summer Registration Open for all – no registration pin required
3/27	Add/drop deadline for second 8-week term
3/27	Pass-fail and audit contract deadline for full-term classes, see academic forms.
April	**Priority Registration Month** – Registration Checklist
4/4	Attendance reporting deadline for second 8-week term - Attendance Reporting How-To PDF.
4/4	Post-baccalaureate registration begins – pin not required
4/5	Senior priority registration begins - pin required
4/11	Junior priority registration begins - pin required
4/12	Last Day to Withdraw and Receive a "W"
4/13	Sophomore registration begins - pin required
4/17	Midterm grades due for first 8-week courses
4/18	Continuing priority Freshmen registration begins - pin required
4/25	Non-matriculated student registration begins, pins removed for all continuing students
May	
5/1	Last day to withdraw from first 8-week classes and receive W's
5/8	Last day of Spring classes
5/9	Finals begin
5/15	Semester Ends
5/20	Final grades available to students/advisors