

# Faculty Advising Calendar, Fall 2019

Week	Calendar/Dates of Note	Advising Tasks
1	<b>September</b> 2 M: Labor Day T 3: First day of classes W 4 TH 5 F 6	<ul style="list-style-type: none"> <li>Review <b>first-year advisees'</b> schedules: reach out to those enrolled in less than 16 credits. Remind them not to drop below 12 credits.</li> <li>Check in with <b>first-year advisees</b> about classes, the transition to college, etc.</li> </ul>
2	M 9 T 10 W 11 TH 12 F 13: Last day to add courses, or drop w/out a "W;" last day to overload	<ul style="list-style-type: none"> <li>Remind advisees of impending <b>add/drop deadline</b> on Sep. 13 (before 11:59 pm for all online transactions).</li> <li>Let students know your office hours, or how to sign up for an appointment.</li> </ul>
3	M 16 T 17 W 18 TH 19 F 20	<ul style="list-style-type: none"> <li>Reach out to returning students on <b>academic standing</b> (notified after spring 2019 semester) to offer support.</li> <li>Check in on advisees with incomplete grades from SP19. Work is due by Oct. 27, unless specified otherwise on the Incomplete Grade Form</li> </ul>
4	M 23 T 24 W 25 TH 26 F 27: Default deadline for incomplete coursework from spring 2019 semester	<ul style="list-style-type: none"> <li>Submit <b>Notifications of Academic Concern</b> (NACs) to the College Advising Center for advisees/students with attendance and/or performance issues.</li> <li>Remind seniors of the <b>May graduation application deadline</b> (before 4 pm on Oct. 15) and the need for a department chair signature on Program Evaluation and, as needed, Course Substitution Forms.</li> </ul>
5	M 30 <b>October</b> T 1 W 2 TH 3 F 4: Grades due for SP19 incompletes via the Supplemental Grade Report form, unless an Incomplete Grade Extension is requested	<ul style="list-style-type: none"> <li>As NACs arrive, reach out to students and encourage use of resources, such as the SAAB tutors, SQRC, and the Writing Center.</li> </ul>
6	M 7 T 8 W 9 TH 10 and F 11: Fall Break (no classes)	<ul style="list-style-type: none"> <li>Contact advisees about the upcoming advising period (Oct. 14 – Nov. 1); let them know how to sign up for a <b>required</b> registration advising appointment with you.</li> </ul>
7	M 14: Registration advising begins T 15: May graduation applications due W 16 TH 17 F 18	<ul style="list-style-type: none"> <li>Meet with advisees and approve them to register.</li> <li>Begin submitting <b>midterm deficiency grades</b> (due Oct. 25) for students earning a C- or below.</li> </ul>
8	M 21 T 22 W 23 TH 24 F 25: Midterm deficiency grades due	<ul style="list-style-type: none"> <li>Meet with advisees and approve them to register.</li> <li>Consider a second reminder about <b>required</b> registration advising, especially for first-years.</li> </ul>

**Questions?** Contact the College Advising Center: 503-768-7600 or [https://go.lclark.edu/college\\_advising](https://go.lclark.edu/college_advising)  
Consult the Fall 2019 Academic Calendar for further info: <https://college.lclark.edu/academics/calendar/>

9	M 28: Midterm grades available to students in WebAdvisor T 29 W 30 TH 31 <b>November F 1</b>	<ul style="list-style-type: none"> <li>• Meet with advisees and approve them to register.</li> <li>• Reach out to advisees who received <b>midterm deficiency grades</b>; remind them of “W” deadline (4 pm on Nov. 8), and refund deadline (Nov. 5) for any considering a full withdrawal.</li> </ul>
10	M 4: Registration, seniors T 5: Registration, juniors; refund deadline for full semester withdrawal* W 6: Registration, sophomores TH 7: Registration, first-years F 8: Course withdrawal deadline	<ul style="list-style-type: none"> <li>• Respond to advisees’ questions about registration; refer them to the College Advising Center, if needed.</li> <li>• Remind students about course withdrawal deadline: students cannot withdraw from course(s) after 4 pm on Nov. 8 without a full semester withdrawal; grade indicated on transcript will be “W.”</li> </ul>
11	M 11: Registration, seniors T 12: Registration, juniors W 13: Registration, sophomores TH 14: Registration, first-years F 15	<ul style="list-style-type: none"> <li>• Help advisees adjust <b>spring schedules</b> based on course seat availability.</li> </ul>
12	M 18 T 19 W 20 TH 21 F 22	<ul style="list-style-type: none"> <li>• Consider reaching out again to students who have received <b>multiple NACs and/or midterm deficiency grades</b>.</li> </ul>
13	M 25 T 26 W 27: Registrar’s Office begins accepting Incomplete Grade Forms TH 28 and F 29: Thanksgiving Break (no classes)	<ul style="list-style-type: none"> <li>• Give thanks for your advisees</li> </ul>
14	<b>December</b> M 2 T 3 W 4 TH 5 F 6	<ul style="list-style-type: none"> <li>• Keep <b>referral information</b> for SAAB tutors, the Writing Center, SQRC, Counseling Center, and College Advising Center nearby.</li> </ul>
15	M 9 T 10 W 11: Last day of classes TH 12 and F 13: Reading day SAT 14: Final exams	<ul style="list-style-type: none"> <li>• Send end of classes/final exams encouragement to your advisees, especially first-years and transfer students.</li> </ul>
16	M 16, T 17, and W 18: Final exams W 18: Last day to submit Incomplete Grade Forms SUN 22: Final grades due	<ul style="list-style-type: none"> <li>• Breathe deeply. You are almost there!</li> </ul>
	After grades are posted . . .	<ul style="list-style-type: none"> <li>• Congratulate students on the dean’s list.</li> <li>• Reach out to those on academic standing.</li> <li>• Help students adjust spring schedule plans as needed.</li> <li>• Work with students to finalize incomplete grades.</li> </ul>

\*Students who undertake a full semester withdrawal (from all classes) by this date are eligible for a prorated tuition deadline.