

Faculty Advising Calendar, Spring 2020

Week	Calendar/Dates of Note	Advising Tasks
1	JANUARY M 20: MLK Day (no classes) T 21: First day of classes W 22 TH 23 F 24	<ul style="list-style-type: none"> Review advisees' schedules: consider reaching out to those (especially first-years) enrolled in less than 16 credits. Remind them not to drop below 12 credits.
2	M 27 T 28 W 29 TH 30 F 31: Last day to add courses, or drop w/out a "W;" last day to overload	<ul style="list-style-type: none"> Remind advisees of impending add/drop deadline on Jan. 31 (before 11:59 pm for all online transactions). Send advisees your office hours or information about how to sign up for an appointment.
3	February M 3 T 4 W 5 TH 6 F 7	<ul style="list-style-type: none"> Reach out to returning advisees on academic standing (notified after fall 2019 semester) to offer support. Check in on advisees with incomplete grades from FA19. Work is due by Feb. 14, unless specified otherwise on the Incomplete Grade Form
4	M 10 T 11 W 12 TH 13 F 14: Default deadline for incomplete coursework from fall 2019 semester	<ul style="list-style-type: none"> Submit Notifications of Academic Concern (NACs) to the College Advising Center for advisees/students with significant problems with attendance and/or performance. Remind seniors of the August graduation application deadline (before 4 pm on Apr. 28) and the need for a department chair signature on Program Evaluation and, as needed, Course Substitution Forms.
5	M 17 T 18 W 19 TH 20 F 21: Grades due for FA19 incompletes via the Supplemental Grade Report form, unless an Incomplete Grade Extension is requested	<ul style="list-style-type: none"> As NACs arrive, reach out to students and encourage use of resources, such as the SAAB tutors, SQRC, and the Writing Center.
6	M 24 T 25 W 26 TH 27 F 28: August graduation applications due	<ul style="list-style-type: none"> Remind undeclared advisees who have newly earned 45 or more credits to declare a major before registration for fall 2020.
7	March M 2 T 3 W 4 TH 5 F 6	<ul style="list-style-type: none"> Contact advisees about the upcoming advising period (Mar. 9 – Apr. 3); let them know how to sign up for a required registration advising appointment with you. Begin submitting midterm deficiency grades (due Mar. 13) for students earning a C- or below.
8	M 9: Registration advising begins T 10 W 11 TH 12 F 13: Midterm Deficiency Grades Due	<ul style="list-style-type: none"> Meet with advisees and approve them to register. Remind any advisees considering a full withdrawal of the tuition refund deadline (Mar. 19).

Questions? Contact the College Advising Center: 503-768-7600 or https://go.clark.edu/college_advising
Consult the Fall 2019 Academic Calendar for further info: <https://college.clark.edu/academics/calendar/>

9	M 16: Midterm grades available to students in WebAdvisor T 17 W 18 TH 19: Refund deadline for full semester withdrawal* F 20	<ul style="list-style-type: none"> • Meet with advisees and approve them to register. • Reach out to advisees who received midterm deficiency grades; remind them of “W” deadline (4 pm on Apr. 3), and refund deadline (Mar. 19) for any considering a full withdrawal.
10	M 23 through F 27: Spring Break (no classes)	<ul style="list-style-type: none"> • Enjoy your Spring Break!
11	M 30 T 31 April W 1 TH 2 F 3	<ul style="list-style-type: none"> • Reach out to advisees who still need registration approval; meet with advisees and approve them to register. • Remind students about course withdrawal deadline: students cannot withdraw from course(s) after 4 pm on Apr. 3 without a full semester withdrawal; grade indicated on transcript will be “W.”
12	M 6 T 7: Registration, juniors W 8: Registration, sophomores TH 9: Registration, first-years F 10	<ul style="list-style-type: none"> • Respond to advisees’ questions about registration; refer them to the College Advising Center, if needed.
13	M 13 T 14: Registration, juniors W 15: Registration, sophomores TH 16: Registration, first-years F 17: Festival of Scholars (No classes)	<ul style="list-style-type: none"> • Help advisees adjust fall schedules based on course seat availability. • Consider reaching out again to students who have received multiple NACs and/or midterm deficiency grades. •
14	M 20 T 21 W 22 TH 23 F 24	<ul style="list-style-type: none"> • Keep referral information for SAAB tutors, the Writing Center, SQRC, Counseling Center, and College Advising Center nearby. • Remind seniors of the December graduation application deadline (before 4 pm on May 1) and the need for a department chair signature on Program Evaluation and, as needed, Course Substitution Forms.
15	M 27 T 28 W 29: TH 30: Last day of classes May F 1: Reading Day; December graduation application deadline SAT 2: Reading Day	<ul style="list-style-type: none"> • Send end of classes/final exams encouragement to your advisees, especially first-years and transfer students.
16	M 4 through TH 7: Final exams TH 7: Last day to submit Incomplete Grade Forms	<ul style="list-style-type: none"> • Breathe deeply. You are almost there!
	SAT 9: Commencement T 12: Final grades due	<ul style="list-style-type: none"> • Celebrate your graduating advisees’ achievements.
	After grades are posted . . .	<ul style="list-style-type: none"> • Congratulate advisees on the Dean’s List. • Reach out to those on academic standing. • Help advisees adjust fall schedule plans as needed.

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