

Faculty Advising Calendar, Fall 2020

Week	Calendar/Dates of Note	Advising Tasks
1	M <b>August 31</b> : First day of classes T <b>September 1</b> W 2 TH 3 F 4	<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 7 Labor Day (no classes) T 8 W 9 TH 10 F 11: Last day to add courses, drop w/o a "W," and last day to overload	<ul style="list-style-type: none"> <li>Remind advisees of impending <b>add/drop deadline</b> on Sep. 11 (before 11:59 pm for all online transactions).</li> <li>Let students know your office hours, and how to access you in office hours.</li> </ul>
3	M 14 T 15 W 16 TH 17 F 18	<ul style="list-style-type: none"> <li>Reach out to students on <b>academic standing</b> (notified after SP20 semester) to offer support.</li> <li>Check in on advisees with incomplete grades from SP20. Work is due by Sept. 25, unless specified otherwise on the Incomplete Grade Form</li> </ul>
4	M 21 T 22 W 23 TH 24 F 25: Default deadline for incomplete coursework from spring 2019 semester	<ul style="list-style-type: none"> <li>Submit <b>Notifications of Academic Concern (NACs)</b> to the College Advising Center for advisees/students with attendance and/or performance issues.</li> <li>Remind seniors of the deadline for <b>May graduation applications</b> (due by 4 pm on Th Oct. 15), in which students must attest that they have spoken with appropriate departmental personnel and submit, as needed, Course Substitution Forms.</li> </ul>
5	M 28 T 29 W 30 TH <b>October 1</b> F 2: 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 5 T 6 W 7 TH 8 F 9	<ul style="list-style-type: none"> <li>Contact advisees about the upcoming advising period (Oct. 12 – Nov. 6); let them know how to sign up for a <b>required</b> registration advising appointment with you.</li> </ul>
7	M 12: Registration advising begins T 13: May graduation applications due W 14 TH 15 F 16	<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. 23) for students earning a C- or below.</li> </ul>
8	M 19 T 20 W 21 TH 22 F 23: 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: [https://go.lclark.edu/college\\_advising](https://go.lclark.edu/college_advising)

9	M 26: Midterm grades available to students T 27 W 28 TH 29 F 30	<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. 6), and refund deadline (Nov. 2) for any considering a full withdrawal.</li> </ul>
10	M <b>November 2</b> : refund deadline for full semester withdrawal* T 3: W 4 TH 5: F 6: Course withdrawal deadline	<ul style="list-style-type: none"> <li>Remind students about course withdrawal deadline: students cannot withdraw from course(s) after 4 pm on Nov. 6 without a full semester withdrawal; grade indicated on transcript will be “W.”</li> </ul>
11	M 9: Registration, seniors T 10: Registration, juniors W 11: Registration, sophomores TH 12: Registration, first-years F 13	<ul style="list-style-type: none"> <li>Respond to advisees’ questions about registration; refer them to the College Advising Center, as needed</li> </ul>
12	M 16: Registration, seniors T 17: Registration, juniors W 18: Registration, sophomores TH 19: Registration, first-years F 20: Final day of in-person instruction	<ul style="list-style-type: none"> <li>Help advisees adjust <b>spring schedules</b> based on course seat availability.</li> <li>Consider reaching out again to students who have received <b>multiple NACs and/or midterm deficiency grades</b>.</li> </ul>
13	M 21 – Friday 29: Thanksgiving break	<ul style="list-style-type: none"> <li>Give thanks for your advisees</li> </ul>
14	M 30: Online instruction begins T <b>December 1</b> : Registrar’s Office begins accepting Incomplete Grade Forms W 2 Th 3 F 4	<ul style="list-style-type: none"> <li>Check in with advisees, as they transition to fully remote instruction.</li> </ul>
15	M 7 T 8 W 9 TH 10 F 11: Last day of classes Sa 12: Reading day	<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>
16	Su 13 – W 16: Final exams (remote only) W 16: Last day to submit Incomplete Grade Forms Th 17: Winter break begins	<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>
17	M 16, T 17, and W 18: Final exams Su 20: Final grades due	<ul style="list-style-type: none"> <li>Breathe deeply. You are almost there!</li> </ul>
	After grades are posted . . .  W January 6: Final grades available	<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.