

THE MANDATORY ADVISING PROGRAM

2018-2019



First Year Milestone Advising Timeline: Fall Starters

September 21 Email is sent to summer starters informing them of the mandatory advising requirement and First Year Advising hold. Hold becomes active on this day.

September 24 Email is sent to fall starters informing them of the mandatory advising requirement and First Year Advising hold. Hold becomes active on this day.

September 24 through November 2 Advisors advise students and take appropriate PeopleSoft steps.

- **No earlier than September 24**, advisors need to clear the hold and mark the advisor meeting panel in PeopleSoft (this will automatically give priority to eligible students).

November 5 EARLY REGISTRATION FOR SPRING BEGINS at 7:00 a.m./Registration Day Event, 8 am-12 noon

November 5 through November 13 Advisors continue to advise students, remove the hold and mark the advisor meeting panel.

November 14 (approximately) and beyond Regular registration date occurs for freshmen. Advisors continue to advise students. In PeopleSoft:

- Advisors need to remove the hold and mark the advisor meeting panel in PeopleSoft. At this point, students will not receive early registration.

First Year Milestone Adv Timeline: Spring Starters

March 4 Email is sent to spring starters informing them of the mandatory advising requirement and First Year Advising hold. Hold becomes active on this day.

March 4 to April 9 Advisors advise students and take appropriate PeopleSoft steps.

- **No earlier than March 5**, advisors need to clear the hold and mark the advisor meeting panel in PeopleSoft (this will automatically give priority to eligible students).
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April 10th EARLY REGISTRATION FOR FALL BEGINS at 7:00 a.m.

April 10th to April 18th Advisors continue to advise students, remove the hold and mark the advisor meeting panel.

**April 18th
(approximately)
and beyond** Regular registration date occurs for freshmen.
Advisors continue to advise students. In PeopleSoft:

- Advisors need to remove the hold and mark the advisor meeting panel in PeopleSoft. At this point, students will not receive early registration.

Second Year Milestone Advising Timeline

<i>November 15</i>	Email is sent to 2 nd year students informing them of the mandatory advising requirement and the 2 nd year hold that becomes active in March 2019.
<i>November 15 Through March 1</i>	Advise 2 nd year students and take all appropriate PeopleSoft actions. <ul style="list-style-type: none">• Advisors need to select “MAP 2nd Yr” in the advisor meeting panel and make notes.
<i>December January February</i>	Email reminder is sent to all 2 nd year students who have not completed their mandatory advising requirement. Email also reminds them of the hold that will become active in March 2019.
<i>March 4</i>	Email is sent to 2 nd year students reminding them of the mandatory advising requirement and the 2 nd year hold that has now been placed. <ul style="list-style-type: none">• Advisors continue to advise students and take appropriate PeopleSoft steps.• Advisors now need to clear hold, mark advisor meeting panel, and make notes.

Undeclared Mandatory Advising Timeline

<i>November 19</i>	Email sent to students who may potentially receive the 60 credit undeclared hold in spring semester.
<i>February 4</i>	Students who have 60 credits and are undeclared receive email and hold becomes active. <ul style="list-style-type: none">• Advisors continue to advise students and take all appropriate PeopleSoft actions• Advisors need to clear hold, mark advisor meeting panel, make notes, and declare major if appropriate
<i>March</i>	Email reminder is sent to all students who still have the 60 credit undeclared hold reminding them of the mandatory advising requirement.