

**Student Development Plan – Title III  
Full Time Advisor  
Commuters and Undecided Transfers**

<b>DATES</b>	<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
	<b>FRESHMAN COMMUTERS</b>	<b>TRANSFER STUDENTS</b>
<b>August 31<sup>st</sup></b>	Commuter Orientation <ul style="list-style-type: none"> <li>• All day program</li> <li>• Your New Reality</li> <li>• Laptop Rollout</li> <li>• Meet your advisor</li> </ul>	
<b>Week 1 September 6-9</b>	<ul style="list-style-type: none"> <li>• Drop/add advising</li> <li>• Course and schedule changes</li> </ul>	Transfer Orientation <ul style="list-style-type: none"> <li>• Fall Transfer Orientation Activities</li> <li>• E-mail all new transfers welcome to campus</li> <li>• Drop/Add Advising</li> <li>• Course and schedule changes</li> </ul>
<b>Week 1 September 6-9</b>	<ul style="list-style-type: none"> <li>• Career Exploration Course</li> <li>• Teach 4 week class 2x week – 8 sessions.</li> <li>• 20+ students</li> </ul>	<ul style="list-style-type: none"> <li>• Career Exploration Course</li> <li>• Teach 4 week class 2x week – 8 sessions.</li> <li>• 20+ students</li> </ul>
<b>Week 2-7 Sept. 12- Oct. 21</b>	<ul style="list-style-type: none"> <li>• Individual appointment with First Year Advisor</li> <li>• E-mails from advisor(information/resources)</li> </ul>	<ul style="list-style-type: none"> <li>• Individual appointment with First Year Advisor</li> <li>• E-mails from advisor (information/resources)</li> </ul>
<b>Week 5 Oct. 10-14</b>	Career Conference October	Career Conference October
<b>Week 6 Oct. 17-21</b>	Early Alert <ul style="list-style-type: none"> <li>• At risk students identified by faculty</li> <li>• Follow up appointment by advisor</li> </ul>	Early Alert <ul style="list-style-type: none"> <li>• At risk students identified by faculty</li> <li>• Follow up appointment by advisor</li> </ul>
<b>Week 9 Nov. 7 – Nov. 11</b>	Advisement Day – Tues. Nov. 8 <sup>th</sup> <ul style="list-style-type: none"> <li>• Meeting with First Year Advisor (large group)</li> <li>• Program/Major Meeting</li> </ul>	Advisement Day – Tues. Nov. 8 <sup>th</sup> <ul style="list-style-type: none"> <li>• Meeting with First Year Advisor (large group)</li> <li>• Program/Major Meeting</li> </ul>
<b>Week 9-13 Nov. 7 – Dec. 9</b>	Appointment with Advisor (individual) <ul style="list-style-type: none"> <li>• Advising for Registration – 80+ individual appointments</li> <li>• Half hour each</li> <li>• Access Stout/Registration Information</li> <li>• Course suggestions</li> <li>• Review of program requirements</li> </ul>	Appointment with Advisor (individual) <ul style="list-style-type: none"> <li>• Advising for Registration – 45 individual appointment</li> <li>• Half hour each</li> <li>• Access Stout/Registration Information</li> <li>• Course suggestions</li> <li>• Review of program requirements</li> </ul>

<b>DATES</b>	<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
	<b>FRESHMAN COMMUTERS</b>	<b>TRANSFER STUDENTS</b>
<b>Week 15</b>	Evaluation Week	Evaluation Week
<b>HOLIDAY</b>	<b>XMAS</b>	
<b>WINTERM</b>	Jan. 3-22	
<b>Spring Week 1</b> <b>Jan. 24-</b> <b>Jan. 28</b>	Classes begin – Mon. <ul style="list-style-type: none"> <li>• E-mails from advisor</li> <li>• Advisor available for individual appointments</li> <li>• Meet with probation students</li> <li>• Dismissals</li> </ul>	Classes begin – Mon. <ul style="list-style-type: none"> <li>• E-mails from advisor</li> <li>• Advisor available for individual appointments</li> <li>• Meet with probation students</li> <li>• Dismissals</li> </ul>
<b>Week 4-8</b> <b>Feb. 7 –</b> <b>Feb. 11</b>	Early Alert Meet with students	Early Alert Meet with students
<b>Week 6</b> <b>March 6-</b> <b>March 8</b>	Prepare for Transition to Faculty Advisor <ul style="list-style-type: none"> <li>• First year advisor meeting – group</li> <li>• Receive information for transitioning to faculty advisor <ul style="list-style-type: none"> <li>○ 3 groups – 45 minutes each – 20-40 per group</li> <li>○ Complete career cluster</li> <li>○ Complete evaluation of Advisement Center</li> </ul> </li> </ul>	Prepare for Transition to Faculty Advisor <ul style="list-style-type: none"> <li>• First year advisor meeting – group</li> <li>• Receive information for transitioning to faculty advisor <ul style="list-style-type: none"> <li>○ 3 groups – 45 minutes each – 20-40 per group</li> <li>○ Complete career cluster</li> <li>○ Complete evaluation of Advisement Center</li> </ul> </li> </ul>
<b>Week 7</b>	Spring Break – March 11-19	Spring Break – March 11-19
<b>Week 9</b> <b>March 28</b>	Advisement Day – Tues. March 28 Meet with new Academic Advisor for Fall '06 Registration and Advising	Advisement Day – Tues. March 28 Meet with new Academic Advisor for Fall '06 Registration and Advising
<b>March 28-</b> <b>end of</b> <b>semester</b>		Meet with Undecided Transfers to register for classes for Fall (22)
<b>April 7</b>		<ul style="list-style-type: none"> <li>• Advise on course selection</li> <li>• Create schedule</li> <li>• Assist with registration process</li> </ul>
<b>May 5, 25</b> <b>and 26</b> <b>Transfer</b> <b>Registration</b>		<ul style="list-style-type: none"> <li>• Individual appointments with 10-15 undecided transfer students</li> <li>• Advise on course selection</li> <li>• Schedule half hour appointments with undecided transfer students</li> <li>• Create schedule</li> <li>• Assist with registration process</li> </ul>

<b>DATES</b>	<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
	<b>FRESHMAN COMMUTERS</b>	<b>TRANSFER STUDENTS</b>
<b>May</b>	Freshmen Summer Registration Program <ul style="list-style-type: none"> <li>• Fall Scheduling</li> <li>• Block scheduling</li> <li>• Create course schedule for 145 students</li> <li>• Schedule Freshman for Registration dates</li> </ul>	
<b>June 12-15</b>	<ul style="list-style-type: none"> <li>• Freshman Registration</li> </ul>	
<b>June 26-30</b>	<ul style="list-style-type: none"> <li>• Freshman Registration</li> </ul>	
<b>June</b>	Registration <ul style="list-style-type: none"> <li>• Meet your advisor meetings for commuters (80+ students per meeting)</li> <li>• Give students schedule (Created by first year advisor)</li> <li>• Participate in registration activities</li> </ul>	Registration <ul style="list-style-type: none"> <li>• Meet your advisor meetings for transfers (80+ students per meeting)</li> <li>• Participate in registration activities</li> </ul>
<b>July 13, 14 Transfer Registration</b>		Transfer Registration July 13 and 14 <ul style="list-style-type: none"> <li>▪ Schedule half hour appointments with undecided transfer students</li> <li>▪ Review credits, create class schedule</li> <li>▪ Individual appointments with 10-15 undecided transfer students</li> <li>▪ Advise on course selection</li> <li>▪ Create schedule</li> <li>▪ Assist with registration process</li> </ul>