**Greetings!**

It is time to meet to talk about your midterm grades and to plan for the coming semester.

[For mandatory advising only: You must meet with me in person in order to obtain your registration access code (RAC).]

Please use the check list below/ pre-advising form attached to get ready to we can make the most of our time together.

Looking forward to our conversation,

Professor X

**CHECKLIST**

**Make your appointment**

* Please sign up for an appointment using this link: [insert as appropriate].
* Please note: all appointments will be in [office location or Zoom office link].

**Prepare your documents**

* Check your midterm grades in Homer. For any course(s) of concern, check the syllabus to see how much of your grade is still to be determined
* If you haven’t already, have and Advanced Placement, International Baccalaureate scores and dual enrollment or transfer transcripts sent to the Ithaca College registrar, and note these in your plans.
* Check your scores on math and any language placement tests in Homer Connect before making your wish list for the coming semester.

**Plan your path**

* Watch the how-to videos and do a degree evaluation (and What If) to consider your progress as well as the potential impact of changing your major or ICC theme, adding a minor, etc.
* [If your major has a published four-year plan for sequence of courses: Compare your progress towards the degree with the attached semester maps and make note of any differences for us to discuss.
* [If your major does not have a published four-year plan for sequence of courses: Draft a map of course work for each remaining semester to ensure on-time graduation and desired experiences such as study abroad and internships.]

**Plan your schedule**

* Make a wish list of courses for next semester that includes ICC, major and minor courses, and include the Course Registration Numbers (CRNs) and modality (face to face, hybrid, online synchronous, online asynchronous) for each. Come with third and fourth choices for each course.
* Go beyond course titles and read the descriptions in the catalog to avoid unpleasant surprises.
* Consider PALs remote courses (health, wellness, credits!) as well as ICIC courses (integrative learning 1-credits).
* Don’t schedule too many back-to-back online courses to mitigate screen fatigue, and leave enough time to switch between online and in-person classes, since there might not be many spaces on campus for you to sit down and log in to an online class.

**ALTERNATIVE TO CHECKLIST**

[If using a departmental or personal pre-advising form, attach or include link and this statement:

Complete and submit this pre-advising 24 hours in advance of our appointment.]