



ITEMS TO SHARE WITH STUDENTS

1. Remind students of the November 13, 2009 for complete withdrawals, administrative withdrawals and course drops on full semester courses. For 2nd 8wk classes the last day to drop is November 20th, 2009
2. If students are graduating this Spring or Summer they need to fill out an "Intent to Graduate" form with Judy Lee in Student Services. Be sure to review the Student's record for graduation requirements as soon as possible. It is better to have the audits completed before Spring Semester begins so if students need to make adjustments they have time.
3. Students transferring to another college after Spring Semester need to be finalizing these plans now. Have them make an appointment with my office in Student Services (Randy Fixen) or if they are TRIO students with Andy Wakeford.
4. Remember you can access your student advisee's contact and academic information in Campus Connection. The assignment of advisors was completed in early September. Non-Degree students are not assigned an advisor and can receive assistance with registration in Student Services.
5. Set up appointments with your advisees to schedule classes for Spring Semester soon if you have not already begun.
6. Registration for Spring Semester begins with Sophomores November 3rd, Freshman November 6th, Transfer November 10th, and open enrollment November 12th.
7. Remind students that they need to request official transcripts through the [Clearinghouse](#). This will cost them \$5 per request. See Dan Johnson if you need more details.
8. Talk about [Vault Career Resources](#) located on our web page quick links. This has been updated and expanded greatly from last year. It now includes many more job categories and includes job openings along with a new look.