

Pre/Post Advising Email Templates

Sample Email Templates:

PHONE appointments

U000000000

Hello,

Attached is your (ex. ENGL) major requirements sheet, which I'll review with you during our **phone appointment** tomorrow, but please take a look ahead of time.

Also attached is a table showing the tentative English course offerings over the next few semesters. If a box is gray, then the class is NOT offered in that particular semester. The table is divided by concentration with Literature classes on page one, and courses from the other concentrations on page two. The table also shows which classes will have WEB (online) sections, or Honors sections.

Please be sure to have access to a computer (or other device) so you can view your UofM account during the appointment.

Talk to you soon!

Best,

Advisor

(include email signature with appointment link)

VIRTUAL appointments

U000000000

Hello,

Attached is your (ex. ENGL) major requirements sheet, which I'll review with you during our **Teams appointment** tomorrow, but please take a look ahead of time.

Also attached is a table showing the tentative English course offerings over the next few semesters. If a box is gray, then the class is NOT offered in that particular semester. The table is divided by concentration with Literature classes on page one, and courses from the other concentrations on page two. The table also shows which classes will have WEB (online) sections, or Honors sections.

Talk to you soon!

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Best,

Advisor

(include email signature with appointment link)

IN PERSON

U000000000

Hello,

Attached is your ENGL major requirements sheet, which I'll review with you during our **in-person appointment** tomorrow in Patterson Hall, room 471, but please take a look ahead of time.

Also attached is a table showing the tentative English course offerings over the next few semesters. If a box is gray, then the class is NOT offered in that particular semester. The table is divided by concentration with Literature classes on page one, and courses from the other concentrations on page two. The table also shows which classes will have WEB (online) sections, or Honors sections.

See you soon!

Best,

Advisor

(include email signature with appointment link)

FIRST APPT (like for incoming transfer)

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Hello

Since this is our first time meeting, I'm going to cover a few things to be sure you're aware of all of your remaining requirements. In order for us to have a productive and informative advising meeting, please do the following BEFORE we speak:

- Familiarize yourself with UMdegree, a degree audit tool that keeps track of your degree requirements. To access UMdegree, go to your MyMemphis portal at <https://myuofm.memphis.edu>, then click the "Student Pages" tab at the top. Select

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“My degree” from the drop down menu. On the next screen, left side, you’ll see the word/icon “UMdegree”, click on that. When UMdegree opens, click on “Worksheets” on the left side to refresh the information.

- Review the attached documents:
 - your requirements sheet for English with a concentration in ____.
 - a table showing the English course offerings in Fall (and the next few semesters). If a box is gray, then the class is NOT offered in that particular semester. The table is divided by concentration with Literature classes on page one, and courses from the other concentrations on page two. The table also shows which classes will have WEB (online) sections.

Although a minor is not required, I recommend you do one because it will help you fulfill some of the hours needed to reach the 120 total hours required for the BA degree. The list of minors is [here](#), please take a look at your options. If there’s a minor that you’re interested in, you could take a class for that in Fall. I only include the minor info if they have the hours to do one.

Please be sure to have access to a computer (or other device) so you can view your UofM account during the appointment.

Thanks, and I look forward to speaking with you!

Best,

Advisor

(include email signature with appointment link)

Post Advising

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Dear

Thank you for meeting with me. I have cleared you to register for classes. This semester you should take the following classes:

- ENGL 1010
- MATH 1420
- CHEM 11110/1111
- SPAN 2010

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- CJUS 1100

Important notes: Remember to speak with spanish@memphis.edu to request a permit while we wait for your SPAN 1020 credit to arrive from Southwest.

Registration dates: Check the Registration dates from the Registrar website

- **April 1, 2024**
 - + Degree Seeking Graduate
 - + Honors Students
 - + UofM Global Undergraduate Students
 - + Veterans
 - + Students registered with Disability Resources for Students (DRS)
- **April 2, 2024**
 - + Seniors
 - + CARES
- **April 3, 2024**
 - + Juniors
 - + ACAD 1100 Students
- **April 4, 2024**
 - + Sophomores
 - + Continuing Freshmen

Please contact me with any questions

Best,

Advisor

(include email signature with appointment link)