

Advising Resources

Jodi L Wilson (jlwlson2) <jlwlson2@memphis.edu>

Wed 3/25/2020 8:13 PM

To: Law Faculty <lawfaculty@memphis.edu>

Cc: Meredith Aden (maden) <maden@memphis.edu>; Cheryl Foshee Edwards (cedwrds2) <cedwrds2@memphis.edu>

 4 attachments (3 MB)

Curriculum Guide for Law Advisors Spring 2020 03.25.20.pdf; Template Email Inviting Appointments.docx; Template Email - Follow-Up on Invitation.docx; Fall 2020 Advising Worksheet.docx;

Dear Colleagues,

I hope your first week of online classes is going well! Please don't hesitate to call or email if I can support you in any way.

Tomorrow, Meredith will send you a list of the 1L students who have been assigned to you for advising. Most people will be assigned 4 students; certificate advisors will be assigned 5-7 students. I will advise our part-time students, and Meredith will continue to advise our at-risk students. Registration for all non-veteran, full-time 1L students begins April 16. Registration for all veterans begins April 13. If one of your advisees is a veteran, Meredith will flag that for you.

We have created some materials to support you in this endeavor. The attached Curriculum Guide provides an over of the various academic requirements and limitations as well as important scheduling and registration considerations. Although we could not possibly recap all of the Academic Regulations or registration procedures here, I believe we have captured the ones that most frequently come up during advising. The attached Advising Worksheet is a one-page worksheet that provides a checklist-type process for students and advisors alike with links to documents providing more information. (I ask students to complete this worksheet and send it to me in advance of their advising appointments.) Additional resources are available to you and the students on the [Student Advising](#) page, along with the Advising Worksheet. Finally, I am attaching two email templates. The first is a "first contact" email inviting students to make an advising appointment. The second is a follow-up email for students who don't respond to the first. (Students are not required to meet with you. If a student does not respond to your first email, please reach out to the student at least once more.) Feel free to use or modify (or ignore) the template emails as you deem appropriate.

As you'll see in the templates, I plan to use [calendly.com]Calendly to schedule my meetings and Zoom to hold my meetings. If you'd like assistance with either, please let me know. For Zoom, please know that you don't need to set up multiple meetings. You can use the same meeting link for multiple one-on-one meetings. Just turn on the "waiting room" feature so that your next appointment doesn't pop in to your meeting with your current appointment. (Once a Zoom link is created, it's always active. The date/time and length of meeting you set up when you schedule the meeting is only for the benefit of calendaring.)

Although we will seek feedback from students and faculty after registration, if there's something we can do in the moment to improve this experience for you, please let me know, and I'll see what we can do. Of course, if you have questions after reviewing these materials, please don't hesitate to reach out to me, Meredith, or Cheryl, as appropriate.

Thank you again for supporting our students with one-on-one advising; I have already heard from students who are grateful that they will have this opportunity, especially given all that is going on.

Best,

Jodi

[Jodi L. Wilson](#)

Associate Dean for Academic Affairs

Director of Legal Methods | Associate Professor of Law



The University of Memphis

Cecil C. Humphreys School of Law

1 North Front Street

Memphis, TN 38103

901.678.5730 | jodi.wilson@memphis.edu

