**Allied Heath- Signature Programs- Advising Timeline**

* **July Jumpstart (Fall Start) November (Spring Start)**
	+ Have Jason run ANR list (Sort all prep signature programs)
	+ Send out Admission Requirements/Flow Chart (how to be accepted into Allied Health Signature Prog)
	+ Send contact information via email with handouts about registering
		- To prep students
	+ Record prep students attending NSRO-Meet and Greet-Handouts for students
	+ Contact card with info
		- Jolene will print; use IHUM budget code
* **August**
	+ Send Introduction Email to all Signature Program Chairs
	+ Include: title of Liason, location, supervisor, mission and timeline
	+ Obtain cost sheets from administrative assistant in Health Sciences
* **Week before classes start (August or January)**
	+ Have Jason run list of Prep-Nursing students and the courses they are enrolled in
	+ Have Jason run list of Prep-Dental Hygiene students and courses they are enrolled in
	+ Have Jason run list of all Prep- Signature programs and advisors assigned
	+ Provide advisors with blanket emails for distributing the first week of classes
* **First week of classes (August or January)**
	+ Divide Nursing and Dental Hygiene lists by Advisor and distribute
	+ Send out Welcome emails (advisors and Bailey)
	+ Advisors will contact students who are taking classes other than needed pre-reqs
		- Assist them with changing their major if they are no longer interested in Nursing or DHY
		- Check Start Term
	+ Advisors will email all of their prep students
		- Emails will introduce themselves, include office hours. Let students know to contact them if they have questions and CC Bailey
		- Different emails depending on program and which Biology course they are enrolled in
* **Frist 3 Weeks of Classes**
	+ Work with Keely to set up Classroom visits
		- A&P I, A&P II, and CHM 122
		- Introductions –Blurb
		- Develop handout with all contact information (contact card – see above)
* **5th Week of Classes (Progress Reports)**
	+ Meet with Christine Haugh
		- Post info in classrooms (open lab/progress reports/tutoring)
		- ROC Announcements – F145 open lab with advisors
		- Meet with Samantha about tutors for BIO/CHM courses
		- Develop emails for advisors to send out (open lab/progress reports/tutoring)
		- Assist if a student is considering dropping a course (Set face to face meeting)
* **Beginning of October (Fall Start) – March (Spring Start)**
	+ Career Coach Training
		- Hold Career Coach training for all Advisors in F145
	+ Send out Invitations for Open/Priority Registration Dates
		- Send out Invitations (Register Emails- Advisors and Bailey ) for open labs in F145 for registration with advisors (entire week NOV 7th-NOV 15th) Open Registration ( NOV. 16th)
		- ROC Announcements of open Lab F 145 (invite all advisors)
		- Host information day/night sessions (advisors/Keely )
* **Two months before the next upcoming program deadline**
	+ Email all advisees who have applied for the upcoming term. Remind them to double check their admissions files to make sure that they will meet the deadline. If they will not meet the deadline, assist them with changing their start term.
	+ Compose and send out informational cost sheets for each signature program
* **Week before priority registration**
	+ Email advisee about how to find out their priority date and time
	+ Explain to them the benefits of setting up preferred sections
	+ Send person invite for registration assistance in F145
* **Week before the last day to drop a course**
	+ Email to advisee about the last day to drop. Have them talk to their instructors if they are unsure if they will pass the course. Encourage them to find out what they need to do to pass.
	+ Set a face to face meeting with the student to ensure dropping the course is in their best interest.
* If program requirements change, email an updated link to the checklist to all advisee for that program.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a $15,000,000 grant from the U.S. Department of Labor’s Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit [http://creativecommons.org/licenses/by/4.0/.](http://creativecommons.org/licenses/by/4.0/.)

