

Dear Advisee,

I hope your (Spring/Fall) semester has gone well thus far and you are looking forward to next semester. To ensure that you get the classes you need for the upcoming semester, you will need to meet with me soon. During the advising session, you will be released to register for next semester.

Below you will find a schedule indicating the dates and times I will be available to advise you. Please take time to review this schedule and choose three time-slots you are able to meet. Once you have chosen three time slots, reply to this message informing me of when you are available. I will review all of my advisees' choices and respond with a date and time to meet convenient for us both.

Please make sure you have performed the following steps found on the link below prior to our advising session:

http://www.dsc.edu/misc/Steps%20to%20Follow%20for%20Pre_Registration.pdf

I look forward to hearing from you soon.

Cordially,
(Advisor Name)
Contact Information

Day	Time Available to Meet	Campus Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		