

Student Advising Appointment Process Emails

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Proposed Image

The below image will only appear on emails received by the student.



Overview Process

Advising scheduling start

<Image>

Dear <Student First Name> Amanda,

Advising for <term> Fall 2019 has started. In order to register for classes, you're required to schedule an advising appointment with your advisor(s). Your advisor(s) contact information are located on the MyKU home page. From there you can schedule an appointment.

Should you have any questions or difficulties scheduling an appointment, contact the IT Help Center at helpcenter@kutztown.edu.

Please schedule an appointment before enrollment opens on <date>.

Student selects an appointment

<Image>

Dear <Student First Name> Amanda,

You are scheduled to meet with your advisor <Faculty Name>, on <Date> at <Time> in <office location> for advising.

<Custom wording by faculty>

Should you have any questions regarding your appointment, please contact me at:

<Advisor Name>

<Advisor Email>

<Advisor Phone>

<Advisor Office Location>

Faculty receives appointment email

<Image>

Dear <Faculty First Name>,

The following student has scheduled an advising appointment.

<Student Name> Amanda Beidler

<Student Email> abeidxxx@live.kutztown.edu

<Student Appointment>

Attached is an ICS file to add this appointment to your calendar.

To cancel the appointment, please login to MyKU and click on the Advising Tile and then "Enter Advising Hours". Should you have any questions or difficulties with MyKU, contact the IT Help Center at helpcenter@kutztown.edu.

Reminder Process

Student informing to schedule

<Image>

Dear <Student First Name> Amanda,

Advising for the <term> Fall 2019 has started. You have not scheduled an advising meeting. In order to register for classes, you are required to schedule an advising appointment with your advisor(s). Your advisor(s) contact and information are located in MyKU.

Should you have any questions or difficulties scheduling an appointment, contact the IT Help Center at helpcenter@kutztown.edu.

Student email 2 days before appointment

<Image>

Dear <Student First Name> Amanda,

You are scheduled to meet with your advisor <name> me, on <Date> 04/25/2019 at <Time> 3:00 pm in <office location> for advising.

<Custom wording by faculty>

Should you need to cancel your appointment, you must log into MyKU and cancel the appointment. If you have any questions regarding your appointment, please contact your advisor at:

<Advisor Name> Dr. Timothy Fox
<Advisor Email> tfox@kutztown.edu
<Advisor Phone> 610/683-1234
<Advisor Office Location> **Old Main, 213**

Change/Cancel Process

Faculty informing student cancelled

<Image>

Dear <Faculty First Name> Timothy,

The following student has cancelled the advising appointment.

<Student Name> Amanda Beidler

<Student Email> abeidxxx@live.kutztown.edu

<Student Appointment> 04/25/2019 at 3:00 pm

Student informing faculty cancelled

<Image>

Dear <Student First Name> Amanda,

Your advisor, <Advisor name>, has cancelled your advising appointment on:

<Student Appointment> 04/25/2019 at 3:00 pm

<Custom wording by faculty>

You need to reschedule an appointment with your advisor. Should you have any questions or difficulties scheduling an appointment, contact the IT Help Center at helpcenter@kutztown.edu.

No Show Process

Student informing to reschedule

<Image>

Dear <Student First Name> Amanda,

You did not show up for your advising appointment with <Advisor> on:

<Student Appointment>

<Advisor Office Location>

<Custom wording by faculty>

You need to reschedule an appointment with your advisor. If you do not schedule an advising appointment, you cannot register for classes for the next term.

Should you have any questions or difficulties scheduling an appointment, contact the IT Help Center at helpcenter@kutztown.edu.

Complete Process

Student informing did not schedule advising appointment

<Image>

Dear <Student First Name> Amanda,

You did not schedule an advising appointment for <term> Fall 2019.

You cannot register for classes until your advising hold has been removed. Please contact your advisor(s) directly. If you are unable to reach your advisor(s), please contact the chairperson of your department (listed below).

Kindly,

<Name>

<Email Addr>

<Chair Phone Number>

Faculty list of students who did not schedule

Dear <Faculty First Name> Timothy,

The following students have not scheduled an advising appointment for <term> Fall 2019..

<Student Emplid> <Student Name> <Student Email> <Student Preferred Phone>