

Date: Wed, 04 Jan 2006 23:00:12 -0600

To: 3rd Year Students

From: Susan Art, Dean of Students in the College

Re: Required Annual Conference

This is a reminder to meet with your adviser for a required annual conference between 2nd and 4th weeks of this quarter, January 9-27. Take time this week to stop at the reception desk in Harper, or call the receptionist at 702-8615, to make your appointment.

At this meeting you and your adviser will review remaining degree requirements, develop a schedule for meeting graduation requirements next year, and discuss ways to explore your post-graduation plans -- including preparation for employment and applications to graduate and professional schools.

Please make and keep your appointment before the deadline. Advisers' schedules fill up quickly. You may find it difficult to schedule, or reschedule, later this quarter. Should it be necessary to cancel an appointment, please notify the receptionist as far in advance as possible, so we can make your appointment time available to another student.

Plan to arrive 5 minutes early for your appointment. Complete the student activities sheet available from the wall rack outside your adviser's office, before your conference. If you have a working resume, please bring a copy for your file.

Students who are studying abroad this quarter are not required to see their advisers at this time. Some of you may have had an annual appointment before you left campus. Students who have not yet had an annual conference this academic year must do so the quarter they return to campus.

I look forward to seeing you at "Taking the Next Step" on Saturday, January 7.

In the meantime, you have my best wishes for the New Year.