

General Advisor Task Guide

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Priority 1	Add/Drop	Alerts						
Priority 2	Plan Updates					Open Advising		W inquiries
Priority 3	Open Advising					Plan Updates		
Important Dates	Add/Drop							Time Ticket Released
Alerts	Attendance Verification			Early Alerts		Midterm Alerts		

	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Finals Week
Priority 1	W inquiries	Open Advising	Drop-in advising / Registration events			Open Advising		
Priority 2	Open Advising	Alerts	Open Advising		Non-registered follow-up			
Priority 3	Alerts					Upcoming term registration checks		
Important Dates	Withdrawal Deadline			Registration Opens				
Alerts	Ad Hoc Alerts							