

Hello everyone,

Given the changes in campus course instruction and move to a virtual campus, here is our advising structure until further notice:

1. If you **already have a scheduled appointment**, you have the following options:
 - a. **Phone advising:** Please email your ASC with the number we can reach you at. We will call you at your scheduled appointment time. Please reserve this time free from distraction (e.g., driving a car, working, grocery shopping, etc.). In addition to providing your advising code verbally, we will also send your advising code by email following your appointment.
 - b. **Email advising:** Please email your ASC your course plan for Summer (if applicable) and Fall 2020. We will respond to your email and verify your schedule or make suggested changes as well as provide your advising code by the end of your scheduled appointment time.

2. If you **do not have a scheduled appointment**, you have the following options:
 - a. **Phone advising:** Please schedule an advising appointment using the Navigate scheduling system. In the comments section, write “**phone**” and **include the number we can reach you at**. We will call you at your scheduled appointment time. Please reserve this time free from distraction (e.g., driving a car, working, grocery shopping, etc.). In addition to providing your advising code verbally, we will also send your advising code by email following your appointment.
 - b. **Email advising:** Please schedule an advising appointment using the Navigate scheduling system. In the comments section, write “**email.**” Then, **email your ASC your course plan** for Summer (if applicable) and Fall 2020. We will respond to your email and verify your schedule or make suggested changes as well as provide your advising code by the end of your scheduled appointment time.

Please remember you **do not** need an advising code for Summer 2020 registration. You **do** need a code for Fall 2020 registration. You can reference important dates and deadlines here:

<https://registrar.colostate.edu/faculty-staff/important-dates/>.

You can also view your registration date/time in RAMweb.

We will be in communication with any changes depending on information we receive from university leadership. Aside from scheduling appointments, please know you are welcome to email us with any questions or concerns you have related to student success. We are here to help support you during this challenging time.

Warmly,

Barb and Erin