

Dear faculty adviser,

Welcome back! As the start of the Fall semester is upon us, we have a few important reminders. It is our hope that these reminders will assist you and your students with the transition into the new academic year.

Advisers in the ACPC like to send a welcome email to our new and returning advisees, and we would encourage you to do the same for your advising roster. Included here is a link to a [sample welcome email](#):

The first week of classes is the drop/add period. Students can adjust their schedules without penalty during this time. The drop period ends on August 26th at 11:59pm and the add period ends August 27th at 11:59pm. The drop period is proportional with the length of the course, so partial-semester courses have a shorter drop period than full-semester courses.

Registration holds may be impacting your advisee's ability to adjust their schedule for the fall. Please make sure to check for the following holds when you are working with a student:

- **Academic Warning Hold**-Students with a cumulative GPA below 2.0. Consider using the Self-Reflection Checklist and the Academic Action Plan, before requesting the hold be released. These resources are designed to help the student be successful in the coming semester.

If you need an Academic Warning hold to be released for a student, please contact Jane Brady, Registrar at jub9@psu.edu.

For more on Academic Progress, see the following link:<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/54-00-academic-progress/>

- **Immunization Compliance Hold**-Students need to submit verification that they have received the necessary vaccine(s). Students can do this by logging on to myUHS (University Health Services) and uploading images of the completed Penn State Immunization Verification Form. If they have not yet gotten the vaccine they need, please refer them to the **Health and Wellness Center** at [814-898-6217](tel:814-898-6217).
- **Bursar Account Delinquent**-Students must pay the remaining amount on their Bursar Account before that hold will be released. Students who did not pay this in time had their Fall schedules cancelled. They can contact the **Bursar** at [814-898-6224](tel:814-898-6224).

Finally, ACPC advisers are pleased to announce our Advising Professional Development Series for this Fall. We would encourage you to sign up for one or more sessions that are of interest to you. To view information about dates and topics, as well as to sign up, please visit the following link:

<http://www.signupgenius.com/go/20f0a4da9ad2aa4fe3-fall>

As always, if you have any questions or concerns, please contact the ACPC at [814-898-6164](tel:814-898-6164) and an academic adviser would be happy to help you.

Thank you,

The ACPC Advisers