Retention Time Line 2009-2010

Week of

August 17  Meet with Department chairs to discuss retention alerts and retention strategy
Department chairs received retention alerts to distribute to faculty for the purpose of assisting students who need academic support

August 13  Freshman Year Leaders assigned to new student groups
106 orientation leaders will serve as upper-class mentors to 15-20 new students assigned to their group

September 8-11  Set up Sophomore Focus Groups

September 14  Survey of Fall 2006 Freshmen who did not return for Fall 2007

September 18  Mail post cards with 1-800 number to all new students’ parents encouraging parents/guardians to call Student Affairs if they have questions

September 14  College Heads meet with new students
this is a time when new students have an opportunity to interact with their college head

September 14-18  Student Affairs make phone calls to all new students
Students are called to see how their first few weeks are going

September 10  Early Grade Checks—First evaluation
Suggested time line for first evaluations

September 10  College Head letters go out to parents of new students asking Parents to encourage their students to participate in residential college activities

September 09  Vice President of Student Affairs to meet with Freshman Council

September 18  Academic Progress Reports
Student Support Services office monitors progress of at-risk students in their program

September 18  Attendance and Progress reports
First year students’ attendance and progress monitored by Retention Office

September 18  Early Grade Reports for student athletes
Assistant athletic director monitors student athletes' progress

**September 30**  
**Persistence/encouragement email sent to Freshmen and Sophomores**

**September 30**  
**Mail letters to new students' parents**  
Encouraging parents to ask students how they are adjusting and to let us know if the student needs assistance

**September 30**  
**Grade reports for student athletes**  
Assistant athletic director monitors student athletes who receive D's and E's

**October 08-12**  
**Academic advising and schedule adjustment for first year students with less than a 2.0 grade point average**  
Residential college heads, advocates and mentors will meet with students in their college to assist in academic advising

**October 15**  
Last day to add Second 8 week class

**October 21**  
**Vice President of Student Affairs to meet with Freshman Council**

**November 20**  
**Letters mailed to parents of students who did not pre-schedule for spring**  
Informing parents when students can register in the spring

**November 20**  
**List of names and phone numbers given to academic deans of students in their college who have not pre-scheduled for spring semester**

**November 23**  
**Phone calls made to students who did not pre-schedule for Spring semester**

**November 25**  
**First Year Leaders meet with their groups to discuss how to prepare for final exams**

**December 2**  
**Vice President of Student Affairs to meet with Freshman Council**

**December 2**  
**Persistence/encouragement email to Freshmen and Sophomores (letter from President - finals preparation)**

2010
January 11  Academic Review for students with less than a 2.0 GPA

January 20  Sophomore Meetings, Career Services
            Letter mailed

January 27  Congratulations letter to returning Freshman students for a successful fall semester

February 3  Early Grade Checks-- First evaluations
            Suggested time line for first evaluation

February 3  College Heads meet with new students
            This is a time when new students have an opportunity to interact with their college head

February 3  Persistence/encouragement email to Freshmen and Sophomores

February 3  Academic Progress Reports
            Student Support Services office monitors progress of at-risk students in their program

February 3  Mail letters with 1-800 number to all new students' parents
            Encouraging parents/guardians to call Student Affairs if they have questions

February 1-5  Student Affairs making phone calls to all new students
            to see how their first few weeks are going

February 3  Attendance and Progress reports
            First year students' attendance and progress is monitored by First Year Experience office**************

February 3  Early Grade Reports for student athletes

February 3  Sophomore Focus Groups

February 17  Vice President of Student Affairs to meet with Freshman Council

February 18  Freshman Focus Groups

February 24  Mid-semester Progress Reports
            Student Support Services office uses reports from faculty to provide assistance to students in their program
March 2  Letters mailed to new students' parents
Encouraging parents to ask students how they are adjusting and to let us know if the student needs assistance

March 2  Persistence/encouragement email to Freshmen and Sophomores (why stay in college)

March 2  Post cards mailed to new students' parents
Information is mailed to parents regarding Co-Op opportunities

March 12  Persistence/encouragement email to Freshmen and Sophomores (spring fever)

April 7  Vice President of Student Affairs to meet with Freshman Council

April 27  Post cards mailed to students who did not pre-schedule for fall semester
Post card checklist of reasons for not pre-scheduling is sent to students

April 27  List of names and phone numbers given to academic deans of students in their college who have not pre-scheduled

May 4  Letters mailed to parents of students who did not pre-schedule for fall informing parents of scheduling process

June 8  Phone calls made to students who did not pre-schedule for fall semester

June 8  Letters mailed congratulating all new sophomores, juniors and seniors