

## Retention Time Line 2004-2005

| Week of         |  |
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| August 15       | <b>Meet with Department chairs and faculty to discuss retention alerts and retention strategy</b><br>department chairs receive retention alerts to distribute to faculty for the purpose of assisting students who need academic support |
| August 15       | <b>First Year Leaders assigned to new student groups</b><br>100 orientation leaders will serve as upper-class mentors to 12-15 new students assigned to their group  |
| September 5 -10 | <b>Sophomore Focus Groups</b>  |
| September 7     | <b>Survey of Fall 2003 Freshmen who did not return for Fall 2004</b>   |
| September 12    | <b>Mail letters with 1-800 number to all new students' parents</b><br>encouraging parents/guardians to call Student Affairs if they have questions   |
| September 12    | <b>Mail Parent ID's</b><br>parents receive a photo ID of their student containing important campus information, and this ID can be used as a discount card in the University Store   |
| September 12    | <b>College Heads meet with new students</b><br>this is a time when new students have an opportunity to interact with their college head  |
| September 12    | <b>Student Affairs make phone calls to all new students</b><br>students are called to see how their first few weeks are going  |
| September 12    | <b>Early Grade Checks--First evaluations</b><br>suggested time line for first evaluations  |
| September 12    | <b>College Head letters go out to parents of new students</b> asking parents to encourage their students to participate in residential college activities  |
| September 19    | <b>Academic Progress Reports</b><br>Student Support Services office monitors progress of at-risk students in their program   |
| September 19    | <b>Attendance and Progress reports</b><br>first year students' attendance and progress monitored by First Year Experience office   |
| September 21    | <b>Early Grade Reports for student athletes</b><br>assistant athletic director monitors student athletes' progress   |

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| September 26   | <b>Persistence/encouragement letters to Freshmen and Sophomores</b>   |
| October 3      | <b>Mail letters to new students' parents</b><br>encouraging parents to ask students how they are adjusting and to let us know if the student needs assistance   |
| October 3-8    | <b>Freshman Focus Groups</b>  |
| October 17     | <b>Academic advising and schedule adjustment for first year students with less than a 2.0 grade point average</b><br>residential college heads, advocates and mentors will meet with students in their college to assist in academic advising |
| October 24     | <b>Persistence/encouragement letter to Freshmen and Sophomores</b>  |
| November 7     | <b>Grade reports for student athletes</b><br>assistant athletic director monitors student athletes who receive D's and E's  |
| November 21    | <b>Letters mailed to parents of students who did not pre-schedule for spring</b><br>informing parents when students can register in the spring  |
| November 21    | <b>List of names and phone numbers given to academic deans of students in their college who have not pre-scheduled for spring semester</b>  |
| November 21    | <b>Phone calls made to students who did not pre-schedule for spring semester</b>  |
| December 5     | <b>First Year Leaders meet with their groups to discuss how to prepare for final exams</b>  |
| December 5     | <b>Persistence/encouragement letter to Freshmen and Sophomores</b>  |
| <b>2005</b>    |   |
| January 9      | <b>Student Affairs making phone calls to students not scheduled but eligible to return (Bursar receives names of students who should not be purged)</b>   |
| January 16- 17 | <b>Academic Review for students with less than a 2.0 GPA</b>  |
| January 23     | <b>Congratulations letter to returning Freshman students for a successful fall semester</b>   |

- February 6      **Early Grade Checks-- First evaluations**  
suggested time line for first evaluation
- February 6      **College Heads meet with new students**  
this is a time when new students have an opportunity to interact with their college head
- February 13     **Persistence/encouragement letter to Freshmen and Sophomores**
- February 13     **Academic Progress Reports**  
Student Support Services office monitors progress of at-risk students in their program
- February 13     **Mail Parent ID's**  
parents of new students receive a photo ID of their student containing important campus information, and this ID can be used as a discount card in the University Store
- February 13     **Mail letters with 1-800 number to all new students' parents**  
encouraging parents/guardians to call Student Affairs if they have questions
- February 13     **Student Affairs making phone calls to all new students**  
to see how their first few weeks are going
- February 13     **Attendance and Progress reports**  
first year students' attendance and progress is monitored by First Year Experience office
- February 13     **Sophomore Focus Groups**
- February 20     **Freshman Focus Groups**
- February 27     **Mid-semester Progress Reports**  
Student Support Services office uses reports from faculty to provide assistance to students in their program who may need tutoring or other assistance
- March 6         **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 6         **Persistence/encouragement letter to Freshmen and Sophomores (why stay in college)**
- March 6         **Letters Mailed to new student's parents**  
Information is mailed to parents regarding Co-Op opportunities and encouraging students to seek information early

- March 13 **Persistence/encouragement letters to Freshmen and Sophomores (spring fever)**
- April 10 **Grade reports for student athletes who receive D's and E's**
- April 10 **Persistence/encouragement letters to Freshmen and Sophomores (spring fever)**
- April 24 **Postcards mailed to students who did not pre-schedule for fall semester**  
postcard checklist of reasons for not pre-scheduling is sent to students
- April 24 **List of names and phone numbers given to academic deans of students in their college who have not pre-scheduled**
- May 1 **Letters mailed to parents of students who did not pre-schedule for fall informing parents of scheduling process**
- June 5 **Letters mailed congratulating all new sophomores**
- June 5 **Letters mailed congratulating all new juniors**
- June 18 **Letters mailed to parents of students who did not pre-schedule for fall informing parents of scheduling process**
- July 17 **Postcards mailed to students who did not pre-schedule for fall semester**  
postcard checklist of reasons for not pre-scheduling is sent to students
- August 7 **Student Affairs making phone calls to students not scheduled but eligible to return. Bursar will receive names of students who should not be purged**
- August 7 **List of names and phone numbers sent to advisors of advisees who have not scheduled for fall. Advisors are encouraged to contact student to see if assistance is needed**
- August 14 **Students who have prescheduled for classes but are about to be purged will be contacted by letter or email**