

Sample email to Advisees:

To: Advisees

From: Dr. Murray Advisor

Advanced Scheduling begins November 4th. Please use this scheduler [provide link here] to sign up for an academic advising appointment.

Go to [www.murraystate.edu/advising](http://www.murraystate.edu/advising) and use the For Current Students, Your Advisor, Your Responsibilities link to prepare for your advising session. On that website you will find information on how to read your RACR degree audit and how to register for classes, as well.

In our advising session, we will review your RACR, discuss classes for winter and spring term, and plan for future terms. Also, we will cover study abroad and internship options, as well as career and professional plans, and any other topics you would like to address.

You must be advised before your Advisor Hold is lifted so that you can register for winter and spring term. Please schedule your appoint as soon as possible so that you are ready for Advanced Scheduling.