

Email #5: Add-deadline reminder and check-in

Date to be sent out: 9/3

Dear **(advisee name)**,

I hope everything has been going well and you are finally feeling settled in! I know the first few weeks can be crazy, but I hope you are starting to get a handle on things and are enjoying classes so far! I'd love to talk with you or grab coffee to see how classes are going or to see if you're thinking about adding or dropping classes.

Remember that the last day to add a course is Monday, September 10. You can drop a course until October 7, but you should talk to your pre-major advisor before you do it. Remember that both of us are here to help so please feel free to reach out if you have any questions!

Best,

(Your name)