



TIMELINE

April 13, 2010

WHEN	WHAT	WHO?
Mid April	M&C will design marketing materials for AIM	Katie
Mid April	Create Web Page for AIM	Neil/Katie
Mid May	Students will receive email from Registrar's Office about being placed on AW	Janet is revising email to include info about AIM
Mid May	Registrar to run spreadsheet for students on AW in COB and A&S	Janet/Katie to ask Nancy Bodner for info
Mid May	UAP will send a letter with AIM brochure to each student on warning (in COB and A&S) inviting them to participate and giving them deadline: May 28?	Janet and Katie to write letter; Katie to get address from Registrar
Mid May	Put Yard Signs on campus advertising AIM	Katie
Mid May	Ask SGA to send announcement about AIM on their weekly email to students	Katie
Mid May	Put posters in A&S and COB and in buildings on campus	Katie
Late May	UAP to review applicants with A&S and COB to make assignments	Nora/Janet
Late May	UAP sends email to student including contract and Self Reflection with deadline to return to UAP by June 10	Katie

Week of June 14	UAP sends student reflection to appropriate advisor	Katie
Week of June 21	*Advisor contacts students and arranges first advising appointment between June 28 and August 6	Advisors in A&S and COB
Week of August 9	Speed students will receive email from Registrar's Office about being placed on AW	Janet to follow up with Registrar
Week of August 9	Registrar to run spreadsheet for students on AW in Speed	Janet/Katie to ask Nancy Bodner for info
Week of August 9	UAP will send a letter with AIM brochure to each student on warning in Speed inviting them to participate and giving them deadline: Aug 25?	Katie
Week of August 9	Put Yard Signs on campus advertising AIM to Speed students; Put posters in Buildings including Speed	Katie
Week of August 30	UAP to review Speed applicants with Susan and Vivian to make assignments	Nora/Janet
Week of August 30	UAP sends email to student including contract and Self Reflection for Speed students with deadline to return to UAP by Sept. 10	Katie
Week of Sept. 13	UAP sends student reflection to appropriate advisor in Speed	Katie
Week of Sept. 13	*Advisor contacts students and arranges first advising appointment for Speed students for week of Sept. 20	Speed Advisors
Anytime before but no later than week of Oct. 25	*Advisor contacts students and arranges second advising appointment	All advisors
Nov/Dec. 2010	*Advisor contacts students and arranges third advising appointment	All advisors

*Advisors are expected to schedule their own appointments (not using front office staff). Communication directly with the students is important. Advisors will make any followup phone calls and emails as needed.