Subject: Winter & Spring 2027 Registration: Please Read

Advisees -

It is time to set up appointments for Summer and Fall 2026 advisement. Please read the following so you are prepared for our appointment:

1. **Graduating this semester**? Please send me an email so I can check that you have fulfilled all degree requirements and have applied for graduation. To apply for graduation: **Banner >> Student Records > Graduation Application > Submit.**

2. **Signing up for an appointment:** I am using [Suggestion: *Calendly which integrates with Microsoft365*]. You may begin scheduling appointments with me starting **Tuesday, October 13th .** The registration window for the first group of students begins **October 19th.**

The steps to schedule an appointment are listed below. This information is posted on my office door (A-123). **Please note: I am on campus Monday through Friday and prefer face-to-face.** However, we may meet via Zoom as well. You may select either my office or MS Teams (video conference) in the sign-up. Also, if the available dates/times do not work with your class schedule, please email me to make other arrangements.

3. **Come prepared:**
    1. Run a **Degree Evaluation** to see what courses you still need to take to complete your degree requirements:
        1. On the **SUNY Niagara website**, select **MYSUNY Niagara** in the upper right-hand corner.
        2. Select **Degree Works** to review your worksheet.
    2. Go to Banner Web to look at the Winter & Spring 2027 Course Offerings to see which classes/times/dates you may want for next semester.

Contact me with any questions.

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