Dear [student],

The end of the semester is quickly approaching! I hope that you are feeling great about all of the progress that you have made.

If you still have not registered, or if you would like any advisement for other reasons, now is the time. Please note that as a faculty member, I am not generally available during the months of July and August. Therefore, if you would like to meet with me, please respond to this email and request a meeting time **within the next three weeks**. My advising hours are generally Mondays and Wednesdays from 2 pm til 4 pm, and Tuesdays and Thursdays from 9 am to 11 am. However, if you need a different time to accommodate your schedule please let me know.

If you do need help over the summer when I am not available, the following contacts may be of help to you. However, please keep in mind that if many students are seeking help during the summer months their availability may be limited.

* Department Chair [name and contact information]
* Your school specialist [name and contact information]
* Email the Advising Center, eadvisor@monroecc.edu
* For financial aid questions, financialaid@monroecc.edu.

I wish you the best of luck for a successful conclusion to your semester!

[Advisor Signature]