



This is a timeline of all guaranteed email communication by CoJMC advisors to assigned advisees. Additional communications may be needed throughout the semester based on unexpected or time sensitive circumstances.

<a href="#">Friday, August 19</a>	All Seniors	If you're planning to graduate in May check audit and email advisor immediately if audit not complete
<a href="#">Monday, August 22</a>	All Advisees	Welcome Back, calendar reminders
<a href="#">Wednesday, August 24</a>	All Advisees	Stay Connected to the CoJMC
<a href="#">Friday, August 19</a>	All Seniors	Deadline for applying for graduation is Friday, September 9
<a href="#">Monday, August 29</a>	All Advisees	Reminder, CoJMC Involvement Fair is Wednesday, August 31
<a href="#">Tuesday, September 6</a>	All Advisees	Priority registration information and plan early so start scheduling appointments now Spring schedule goes live October 3
<a href="#">Wednesday, October 5</a>	All Advisees	Reminder that last day to change to P/NP is October 14
October 3-October 21	TBD	Communication about Priority Registration, such as: p codes, prerequisite issues, course promotions, capstone options, etc.
<a href="#">Wednesday, October 19</a>	All Advisees	Priority Registration Walk-in Hours and how to see your advisor
<a href="#">Wednesday, November 2</a>	All Advisees	Last Day to Withdraw is Friday, November 11
<a href="#">Thursday, December 15</a>	All Advisees	Congratulate on finishing term. Remind how to check final grades in MyRed

**December Graduate Check**  
**Friday, August 19**  
**All Seniors**

Dear CoJMC Seniors,

I hope you all have enjoyed your winter break!

You are receiving this email because you are at senior standing (89+ credit hours). However, only December 2022 graduates need to read further.

If you ARE planning to graduate in December 2022, please complete the steps below as soon as possible.

- 1) Log on to **MyRed** and run a new degree audit to make sure all requirements are met for graduation (everything should be blue and green). If you have yet to transfer in credits from another institution, you will have some red X's in your degree audit. If you are not transferring in credits and still have a red X, please see me ASAP. It may be that you need to add something to your spring schedule, or it may be that some programming work needs to be done in your audit.
- 2) If you have not already registered for or taken JOMC 98, please sign-up in MyRed now. Only register if you plan to graduate in December 2022.
- 3) Apply for graduation! Login to **MyRed**, hover over the **Academics tab** and Apply for Graduation. The application is due by Friday, September 9. **You must submit the application to graduate regardless of if you plan to walk in the ceremony or not.**
- 4) PASS your classes this semester. If you have questions about grade requirements for specific courses, please do not hesitate to ask.

If you need to adjust your schedule last minute or have questions, please schedule a quick appointment with me in MyPlan [insert MyPlan link here].

[Insert advisor signature]

[Back to top](#)

## Welcome Back/Calendar Reminders

Monday, August 22

All Advisees

Dear CoJMC Students,

Welcome back! Below are few important reminders as we begin the Fall 2022 term.

1. Check your schedule in MyRed, especially if you were on a waitlist over break.
2. I will only be seeing students on a Walk-In basis only from Monday, August 22 through Monday, August 29. If you need to chat, stop by, and sign in at the front desk computer in Andersen Hall.

My Walk-In office hours are: [insert advising hours]

3. Remember, it is important to review the [Academic Calendar](#) for the upcoming term so you are aware of all of the important registration deadlines, including adding and dropping classes, refund percentages, etc.

Get organized, stay focused and start the semester strong!

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)

**Wednesday, August 24**  
**Stay Connected to the CoJMC**  
**All advisees**

Good morning CoJMC Students,

The semester is in full swing and there are A TON of things happening in the CoJMC and around campus. You don't want to miss out on an opportunity because you are not staying in the loop.

- 1) Follow [UNL College of Journalism and Mass Communications](#) on Facebook
- 2) Follow [@Unl\\_CoJMC](#) on Twitter
- 3) Read Today@CoJMC that is emailed to you on MONDAYS
- 4) Read the CoJMC Career Bulletin that comes out on SATURDAY mornings
- 5) Check your HUSKER email account daily

All of these platforms pass along the most relevant information you NEED and WANT to know, so please make sure you are keeping up with them.

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)

**Graduation Application Deadline Approaching**  
**Friday, August 19**  
**All Seniors**

Good morning,

You are receiving this email because you are at senior standing (89+ credit hours). If you are planning to graduate in December 2022, you have to apply for graduation in MyRed by Friday, September 9. If you do not apply for graduation on or before the 9<sup>th</sup> there is a strong possibility that you may have to wait until May 2022 to graduate. Exceptions are rarely granted by UNL's Graduation Services office for those who miss the application deadline.

**\*\*\*ALL GRADUATING SENIORS MUST COMPLETE THE APPLICATION IN ORDER TO GRADUATE.\*\*\***

**How to apply for graduation?**

Please go to [MyRED](#) and hover over your Academics tab and click on the Graduation Application. While the application is user-friendly, step-by-step instructions can be found on the Online Application Instructions.

Please pay attention to the grade requirements for your classes this semester. You must pass your classes with the required grades to graduate, which includes walking in the graduation ceremony.

For those of you who are graduating in Spring, the graduation application will be available as soon as the semester begins.

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)

**CoJMC Involvement Fair**  
**Monday, August 29**  
**All Advisees**

Hello!

Please plan to stop by the Fall 2022 CoJMC Involvement Fair on Wednesday!

Wednesday, August 31  
Andersen Hall 1<sup>st</sup> Floor  
3:30 p.m.-5:00 p.m.

If you are ready to dive in and get involved or try something new, plan to stop by!

[Insert advisor signature]

[Back to top](#)

**Plan NOW for Summer and Spring 2023... Make an appointment with me soon**

**Tuesday, September 6**

**All Advisees**

Dear CoJMC Students,

I know it seems like the semester just began, but it is never too early to begin the discussion about your Spring 2023 schedules and graduation path. Spring 2023 priority registration begins on Monday, October 24, but that doesn't mean you have to wait until then to discuss your possible schedules with me. Actually, it is preferable that you schedule an appointment early so we have enough time to discuss your goals and future classes.

Schedule an appointment with me now in MyPlan [Insert link your MyPlan link] to discuss your path to graduation and your Spring 2023 schedule. Even though the Spring 2023 schedule hasn't been released yet, we can still discuss what you should look for when it is released on October 3<sup>rd</sup> for viewing.

**Important Upcoming Dates:**

Friday, September 9 – Last day to withdraw from a full semester course and receive 50% refund

Friday, September 9 – Last day to apply for graduation in December

Monday, October 3 – Spring pre-session and full-semester schedule are viewable in MyRed

Friday, October 14 – Last day to change a full semester course to or from “Pass/No Pass”

Monday, October 24 – Priority registration begins for Spring 2023 (both pre-session and full-semester)

Friday, November 11 – Last day to withdraw from one or more full semester courses for the term

You should have the [Academic Calendar](#) bookmarked by now with all these dates and more!

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)

## **Summer//Fall Course Schedules**

### **All Advisees**

**Monday, February 14**

Dear CoJMC Students,

Today, you can now see the Summer 2022 course schedule in MyRed. You will be able to view the Fall 2022 course schedule in MyRed on Monday, March 7.

Summer registration opens for everyone on Monday, March 7. All students can enroll as there are not assigned priority registration dates and times for summer.

Priority registration for Fall 2022 is March 28-April 12. Your Fall 2022 priority registration date and time will be assigned in mid-March and will be viewable under the “MESSAGES” tab in MyRed.

Make sure to check now to see if you have any holds on your account that would prevent you from enrolling in summer or fall classes. You can find a list of holds on your account in MyRed under the “HOLDS” tab on the left side of the home screen.

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)



**Reminder: Last day to change course to or from P/NP**  
**Wednesday, October 5**  
**All Students**

Dear CoJMC Students,

Below is an important reminder!

The last day to change a full semester course to or from Pass/No Pass is **Friday, October 14 at 11:59 PM.**

Please do not make a change unless you first speak with me first. You can either email me or make an appointment with me by clicking [HERE](#) [insert link].

To pass a course that you have chosen to take as P/NP, you need a C or higher to earn the credit. If you earn a C- or below, it will result in a NP (No Pass) and you will earn NO credit towards graduation. The P/NP option does not affect GPA, but it could affect scholarship awards since some awards require a certain amount of graded coursework every semester. If you have scholarships and are considering this option, please also speak with someone in the [Husker Hub](#) before making a final decision.

In order to be eligible for the CoJMC Dean's List, you must have 12 or more GRADED hours and a 3.7 or higher semester GPA. So, P/NP could affect your eligibility for this honor.

After the deadline on October 14, the grade option you have in MyRed is final and you have to keep that option as either Graded or P/NP.

No class within the major can be taken as P/NP unless that is the only option offered. Most minors do not allow P/NP. Again, please speak with an advisor about whether you should consider the P/NP option.

You can change eligible courses to or from P/NP in your MyRed account under the 'Edit Enrollment' option under the 'Enrollment' tab. An advisor is not able to change a course grade option for a student.

The last day to completely withdraw from a full-semester course for the semester is Friday, November 11.

If you have any questions or concerns, please feel free to reach out to me via email at [insert advisor email] or schedule an appointment here [insert advisor MyPlan link].

[Insert advisor signature]

[Back to top](#)

**Priority Registration Advising**  
**Wednesday, October 19**  
**All Advisees**

Good morning,

Priority Registration is October 24-November 8. I will be seeing students on a Walk-In basis only during this time. If you have questions about summer or fall (or anything else), please stop by Andersen Hall and sign in at the front desk computer to see me.

**My office hours are:**

Monday, October 24:

Tuesday, October 25:

Wednesday, October 26:

Thursday, October 27:

Friday, October 28:

I will send out next week's advising hours on Monday.

My email responses will be slower than normal. If you do not hear from me within two days, then a quick follow up email is recommended as some emails do get lost in the flurry.

If you have any questions or concerns, please feel free to reach out to me.

[Insert advisor signature]

[Back to top](#)

**Email Last Day to Withdraw Reminder**  
**Wednesday, November 2**  
**All Advisees**

Dear CoJMC Students,

The last day to withdraw from a full semester course is Friday, November 11 at 11:59 PM. If you believe that you may need to withdraw from a course, please email me, stop by my walk-in hours or schedule an appointment in MyPlan [insert personal link].

[Insert advisors final walk-in hours during priority registration]

There are no refunds at this point in the semester if you decide to withdraw from a course. If you are considering withdrawing from one or more courses, you should speak with a financial aid/scholarship specialist, since withdrawing could affect your financial aid and/or scholarship status. The Husker Hub is taking virtual appointments and you can sign in for one [here](#).

[Insert advisor signature]

[Back to top](#)

**How to Check Final Grades/UNL Shutdown**  
**Thursday, December 15**  
**All Advisees**

Dear CoJMC Students,

Wow! Another semester has flown by! To those of you that still have final papers, projects and tests this week, good luck. To those of you who are graduating on Saturday, congratulations!

Your final and official grades for the semester will be located in **MyRed, not Canvas**. Instructors have until **December 23** to enter final grades into MyRed. Sometimes, the grades entered into MyRed are different than Canvas, **so please watch MyRed for your final grades**.

**To view your final grades:**

1. Log on to [MyRed](#)
2. Click the “Academics” tab
3. Scroll down to the bottom of the page to view your final grades, semester/term GPA and cumulative GPA.

**Academic requirements:**

- A 2.0 or higher semester and cumulative GPA are required to remain in good academic standing at UNL and in the CoJMC. You’ll be notified by the UNL Registrar via email on Wednesday, December 28<sup>th</sup> if you did not meet UNL’s academic standards or if you return to good standing after this semester. Next steps for probation I, II or dismissal will be listed in the email from the Registrar, so please read it thoroughly if you receive it.
- You must earn a C or higher in your major and (most) minor classes. If you earn a C-, D+, D, D- or F in any class and need to know how that may affect your spring schedule, please email me. Anything within your major should be retaken right away if you earn a C-, D+, D, D- or F. Please communicate with me if you have questions regarding grade requirements, especially if you end up on academic probation, because your spring schedule most likely will need to change.

**RELAX** and **ENJOY** your winter break. Be ready to come back energized for Spring 2023!

Additionally, beginning on Wednesday, December 21<sup>st</sup>, MyPlan will no longer be available for scheduling appointments and UNL will be introducing a new system for appointments. Please be on the lookout for an email soon with more information. If you need to meet with me on December 21<sup>st</sup> or 22<sup>nd</sup>, please email me to schedule an appointment.

UNL campus will close for winter break on Friday, December 23<sup>rd</sup> and will reopen for the spring semester on Tuesday, January 3<sup>rd</sup>. I hope you have a great semester break!

[Insert advisor signature]

[Back to top](#)