



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.

Friday, January 20	All Advisees	Scholarship application is due February 1
Friday, January 20	All Seniors	If you're planning to graduate in May check audit and email advisor immediately if audit not complete
Monday, January 23	All Advisees	Welcome Back, calendar reminders
Wednesday, January 25	All Advisees	Stay Connected to the CoJMC
Friday, January 27	All Seniors	Deadline for applying for graduation is Friday, February 3
Monday, January 30	All Advisees	Reminder, CoJMC Involvement Fair is Wednesday, February 1
Monday, February 6	All Advisees	Priority registration information and plan early so start scheduling appointments now Feb 13, Summer live//Mar 6, Fall live
Monday, February 20	All Advisees	Summer schedule is now viewable, fall will be soon
Wednesday, March 8	All Advisees	Reminder that last day to change to P/NP is March 24
March 6-24	TBD	Communication about Priority Registration Issues, such as: p codes, prerequisite issues, course promotions, etc.
Monday, March 27	All Advisees	Priority Registration Walk-in Hours and how to see an advisor
Wednesday, April 12	All Advisees	Last Day to Withdraw is Friday, April 21
Monday, May 15	All Advisees	Congratulate on finishing term. Remind how to check final grades in MyRed

Scholarship Application Reminder

Friday, January 20

All Advisees

Good morning CoJMC Students,

The Scholarship Application for continuing undergraduate students is due on Wednesday, February 1, 2023 at 11:59 PM. The application process could not be easier! All you have to do is login to **MyRed**, hover over **Financial Aid** and click on **Scholarship Application** from the dropdown menu. The application is for **BOTH** UNL and CoJMC scholarships, and it **INCLUDES** scholarship renewals.

I highly encourage you to apply. This is a great opportunity to receive funding to help further your education at UNL.

If you have any questions or concerns, please let me know.

[Insert advisor signature]

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May Graduate Check
Friday, January 20
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 May 2023 graduates need to read further.

If you ARE planning to graduate in May 2023, 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 May 2023. This is an online course, so please allow online courses to filter into your search results in the Enrollment Scheduler.

3) Apply for graduation! Login to **MyRed**, hover over the **Academics tab** and Apply for Graduation. The application is due by Friday, February 3. **You must submit the application to graduate regardless 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 stop by for a walk-in the first week of classes. I'll be available most days from 8:30-4:00.

[Insert advisor signature]

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Welcome Back/Calendar Reminders

Monday, January 23

All Advisees

Dear CoJMC Students,

Welcome back! Below are few important reminders as we begin the Spring 2023 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, January 23 to Monday, January 30. 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.

[Insert advisor signature]

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Wednesday, January 25
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.

[Insert advisor signature]

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Graduation Application Deadline Approaching

Friday, January 27

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 May 2023 you have to apply for graduation in MyRed by Friday, February 3. If you do not apply for graduation on or before the 3rd there is a possibility that you may have to wait until Summer 2023 to graduate. Exceptions are rarely granted by UNL's Graduation Services office for those who miss the application deadline.

*****ALL STUDENTS MUST APPLY FOR GRADUATION 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 Summer or Fall, the graduation application will be available as soon as those semesters begin.

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

[Insert advisor signature]

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CoJMC Involvement Fair
Monday, January 30
All Advisees

Hello!

Please plan to stop by the Spring 2023 CoJMC Involvement Fair on Wednesday!

Wednesday, February 1
Andersen Hall 1st Floor
4:30 p.m.-6:00 p.m.

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

[Insert advisor signature]

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Plan NOW for Summer and Fall 2023... Make an appointment with me soon
Monday, February 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 Summer and Fall 2023 schedules and graduation path. Summer 2023 registration begins on Monday, March 6 and Fall 2023 priority registration begins on Monday, March 27, 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 Student Success Hub [Insert link your SSH link] to discuss your path to graduation and your Fall 2023 schedule. Even though the Fall 2023 schedule hasn't been released yet, we can still discuss what you should look for when it is finally released.

Important Upcoming Dates:

Monday, February 13 – Summer 2023 schedule is viewable in MyRed

Friday, February 17 – Last day to withdraw from full semester course and receive 25% refund

Monday, February 27 – Fall 2023 schedule is viewable in MyRed

Monday, March 6 – Open registration for summer begins

Friday, March 24 – Last day to change a full semester course registration to or from “Pass/No Pass”

Monday, March 27 – Priority registration begins for Fall 2022

Friday, April 21 – 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.

[Insert advisor signature]

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Summer//Fall Course Schedules

All Advisees

Monday, February 13

Dear CoJMC Students,

Today, you can see the Summer 2023 course schedule in MyRed. You will be able to view the Fall 2023 course schedule in MyRed on Monday, March 6th

Summer registration opens for everyone on Monday, March 6. All students can enroll as there are not assigned priority registration dates and times for summer.

Priority registration for Fall 2023 is March 27-April 11. Your Fall 2023 priority registration date and time will be assigned in early 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. Holds can include things such as outstanding balances, probation, graduation planning, etc.

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

[Insert advisor signature]

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Reminder: Last day to change course to or from P/NP
Wednesday, March 8
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, March 24 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 [financial aid/scholarship office](#) [insert link to 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 March 24, 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, April 21.

[Insert advisor signature]

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Priority Registration Advising

Monday, March 27

All Advisees

Good morning,

Priority Registration is March 27-April 11. 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, March 27:

Tuesday, March 28:

Wednesday, March 29:

Thursday, March 30:

Friday, March 31:

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 appropriate 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]

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Email Last Day to Withdraw Reminder

Wednesday, April 12

All Advisees

Dear CoJMC Students,

The last day to withdraw from a full semester course is Friday, April 21 at 11:59 PM. If you believe that you may need to withdraw from a course, please email me or schedule an appointment in Student Success Hub [insert personal link].

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]

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How to Check Final Grades

Monday, May 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 **May 26** 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 _____ 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 summer or fall 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 summer break. Be ready to come back energized for Fall 2023!

I will be available all summer, so please feel free to schedule an in-person or Zoom appointment with me if you need to chat by clicking [HERE](#) (Insert appointment link).

[Insert advisor signature]

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