



## New Student Academic Advising Meeting Agenda

### New Freshmen and Transfer Students - New Student Orientation - First Semester of Freshmen Year

Each fall and spring term, all newly admitted freshmen and transfer students are required to meet with their assigned academic advisors prior to the first day of classes. After incoming new freshmen and transfer students attend the New Student Orientation meeting, they must schedule an appointment to meet with their assigned academic advisor during orientation.

To schedule an appointment with an assigned academic advisor, students should visit the advisor's office location during the hours specified and register for an appointment available on a specific date/time using the 'sign-up' sheet posted on the advisor's door. Students are encouraged to contact their advisor by phone or via e-mail. This meeting is intended to occur during the Open Advising Period included as part of the SEU New Student Orientation schedule.

### Current and Returning Freshmen First Semester of Freshmen Year

All current freshmen students are recommended to meet with their academic advisors during the fall and spring Open Advising and Pre-Registration periods of their freshmen year at Southeastern University.

To schedule an appointment with their assigned academic advisor, students must visit the advisor's office location during the hours specified and sign-up for an appointment available on a specific date/time. Students are encouraged to contact their advisor by phone or via e-mail. This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period within the first semester of a student's freshman year.

### Current and Returning Freshmen Second Semester of Freshmen Year

All returning freshmen students are required to meet with their academic advisors during Open Advising and Pre-Registration periods of their second semester. This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's second semester of their freshman year.

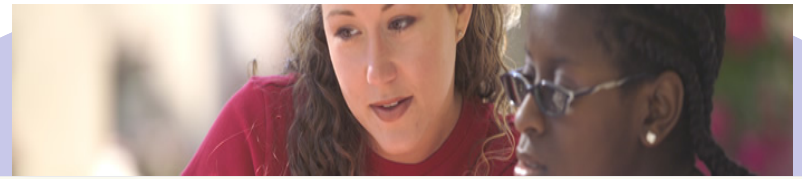
**Students who fail to meet with their academic advisor during this advising/pre-registration period, may have an AV - (See your Advisor!) hold placed on their account. The AV hold will continue to be applied to a student's 'Student Information System (JICS)' account until he or she reports to meet with their assigned advisor.**

### Current and Returning Sophomores First Semester of Sophomore Year

Returning sophomore students are strongly encouraged to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their sophomore year at Southeastern University.

This meeting should take place within the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's first semester of their sophomore year.

1000 Longfellow Blvd. Lakeland, FL. 33801-6034  
Office of Academic Advising  
(863) 667-5082  
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## Returning Student Academic Advising Meeting Agenda

### Current and Returning Sophomores Second Semester of Sophomore Year

Current sophomore students are strongly encouraged to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their sophomore year.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's second semester of their sophomore year.

### Current and Returning Juniors First Semester of Junior Year

Returning junior students are recommended to meet with their academic advisors during the Open Advising and Pre-Registration period in of a advisee's junior year at Southeastern University.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period of the first semester of a student's junior year.

### Current and Returning Juniors Second Semester of Junior Year

Current junior students are required to schedule an appointment to meet with their academic advisors during the Open Advising and Pre-Registration period in the second semester of their junior year to complete the Junior Planning Meeting.

**Prior to each semester's Pre-Registration and Open Advising Period, the Office of the Registrar place an (AV - (See your Advisor!) hold on current seniors 'Student Information System (JICS)' account. The AV hold will continue to be applied to a student's 'Student Information System/JICS' account until he or she meets with their assigned advisor.**

This meeting should take place within the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period of the second semester of an advisee's junior year.

Current and Returning Seniors - Graduating seniors must register to attend Graduation Seminar to apply to participate in an upcoming commencement.

### Current and Returning Seniors First Semester of Senior Year

Returning senior students are required to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their senior year. This meeting should take place after seniors have attended a Graduation Seminar session hosted by the Office of the Registrar. After attending a Graduation Seminar session, all graduation candidates are required to meet with their advisors to complete Graduation Summary procedures. The Graduate Summary is to be completed by the advisor, signed by the student, department chair or dean and brought directly to the Office of the Registrar.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period in the student's first semester of their senior year.

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