

Preparing for Your Academic Advising Meeting

Dear [Student's Name],

We are looking forward to your upcoming academic advising meeting scheduled for [date] at [time]. To make the most of our time together, please consider the following steps:

1. Review Your Academic Progress

Take some time to look over your current grades, completed courses, and remaining requirements for your program.

2. Prepare Questions

Write down any questions or concerns you have about your academic journey, such as:

- Course selection
- Internship opportunities
- Graduate school plans

3. Bring Relevant Documents

Make sure to bring your transcript and any other relevant documents that may assist in our discussion.

4. Set Goals

Think about your academic and career goals, and be ready to discuss them during our meeting.

Please let me know if you need to reschedule or if you have any specific topics you'd like to cover. Looking forward to our conversation!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]