

Student Advising Review

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]

Subject: Advising Review Summary

Dear [Student's Name],

Thank you for meeting with me on [Insert Meeting Date] to discuss your academic progress and future plans. I appreciate your openness and willingness to engage in this review process.

Key Discussion Points:

- Current Academic Standing
- Course Selection for Upcoming Semester
- Career Goals and Interests
- Resources Available on Campus

Action Items:

- Schedule an appointment with the career services department.
- Complete the registration for upcoming courses by [Insert Deadline].
- Review the academic resources available in the library.

Please feel free to reach out if you have any further questions or need assistance with the action items listed above. I look forward to our next meeting on [Insert Next Meeting Date].

Best regards,

[Advisor's Name]

[Advisor's Title]

[Office Location]

[Contact Information]