

# Academic Transition Planning

Date: [Insert Date]

Dear [Student's Name],

As you prepare for your upcoming transition to [New Major/Program], I would like to provide you with some important information to ensure a smooth change.

## Transition Overview

This transition will involve the following steps:

- Review of Degree Requirements: Please visit the academic advisor to discuss the requirements for your new program.
- Course Registration: Identify and register for the courses necessary to begin your new major.
- Advising Meetings: Schedule regular meetings with your academic advisor to stay on track.

## Resources

Make use of the following resources as you transition:

- [Academic Advising Office](#)
- [Career Services](#)
- [Tutoring Services](#)

## Important Dates

Be sure to keep track of these important dates:

- Advising Appointment: [Date]
- Course Registration Deadline: [Date]
- Start of New Semester: [Date]

If you have any questions or need further assistance, please do not hesitate to reach out to me at [Your Email] or [Your Phone Number].

Best regards,

[Your Name]

[Your Title]

[Your Institution]