

## Senior Checkpoint Hold Procedure

- Jeff will run the 100+ report to determine who needs a Senior Checkpoint hold and share with the colleges in a google doc for easy access shortly after census date
- AD's will have AA's note on spreadsheet which students need holds based on review of their notes and info in SOAHOLD
- UA's will split up the holds and place them on Thursday
  - Start date set as now and goes to the end of time
  - The appropriate originator code based on AA
  - Senior Checkpoint in the reason field
- AD's and their AA's will clean up the list of those in your college who do not have an AA that should (minus special programs with faculty advisors only)
- Jeff will contact Michelle F (Org Lead), Michelle H (CEL) and Claudia V (BGS) as well as their supervisors to let them know the plan
- SHP will decide what they want to do with programs with faculty advisors and let me know before UA's place holds as to whether or not to place holds on them
- AA's will send out emails to their students on day the holds are placed (feel free to use the draft below). It is important to stress:
  - Making an appt instead of walk in
  - Meeting now instead of later
  - The fact that we are trying to help them avoid problems later
  - The meeting has value and they will walk away with a plan to graduate
- When the student comes (AD's decide if a phone appt is appropriate and allowable for your college based on the student type) to their appt with the AA, they will:
  - End date the Senior Checkpoint hold as of the day before
  - Review their audit with them looking for unknowns, subs, etc
  - Help the student map out the remaining semesters based on pre reqs and sequencing of courses
  - Notify them of any other holds that affect registration
  - Ask about post graduation plans (grad/prof school or workforce) and connect them to the appropriate resources (Career Services, faculty, grad office, application processes, etc)
  - Assist with enrollment if necessary (if enrollment has begun)

### Draft of Checkpoint hold email from AA's

One of my most important objectives as your Academic Advisor is to help you make timely progress toward your goal of graduation. Now that you have completed one hundred or more credit hours, I would like to schedule a graduation checkpoint appointment with you to make sure that you will graduate according to your plan. A registration hold has been placed on your account until we meet. This hold will prevent you from enrolling for summer/fall as well as adding or dropping classes for this semester. I will remove the hold once we meet.

During our meeting, we will review your audit to ensure that you are receiving proper credit for all of your coursework and that all classes are all applying to your audit correctly. We will also make a multi-semester

plan that maps out what courses you need to graduate and when you will take them based on their availability and prerequisites.

Please schedule your appointment with me in the very near future by using the [youcanbook.me](https://youcanbook.me) link below. I have many advisees like yourself that must meet with me before they enroll for summer/fall. There is a likelihood that if you wait to schedule your appointment with me until the time you want to enroll, your enrollment will be delayed and you may not get the schedule you desire.

I'll see you soon,