

Advisee E-mail Draft

Greetings,

The Advising period for the Spring 2014 Semester starts Tuesday, October 1, 2013. Please contact me soon to schedule an appointment to be advised. I am here to help you achieve your educational goals here at Southwest Tennessee Community College.

All students must be advised and cleared prior to registering for classes for the Spring 2014 semester. Faculty will not be available for advising from December 6 until December 12, 2013.

For the best selection of class availability, times, and locations you need to register early.

Spring 2014 Early Registration begins November 18, 2013

Here are some helpful links and I have included the addresses as links. If the links do not work in your e-mail program, you can copy and paste the address into a web browser:

Important information from the Admissions Office concerning Registration:

<http://www.southwest.tn.edu/registration/>

Financial Aid Office:

http://www.southwest.tn.edu/financial_aid/

Spring 2014 Semester Academic Calendar:

<http://www.southwest.tn.edu/Calendar/AcademicYear1314.htm#Spring2014>

Online Course Schedules:

https://sigmasun.southwest.tn.edu/pls/PROD/bwckschd.p_disp_dyn_sched

Southwest Tennessee Community College 2013-2014 Academic Catalog:

<http://catalog.southwest.tn.edu/index.php>

My.Southwest Web Portal:

<https://my.southwest.tn.edu/web/mycampus/home>

My contact information and Office and Advising Hours are included in this e-mail so you can contact me to schedule an appointment to be advised.

My office is _____, on the _____ campus, and my office hours for Fall 2013 are:

MWF

TR

At other times by appointment

Advising Hours for Fall 2013

MWF

TR

At other times by appointment

Call or e-mail if you have any questions

SAMPLE FACULTY MEMBER

Title

Southwest Tennessee Community College

DEPARTMENT TITLE

5983 Macon Cove

_____ Building

Memphis, Tennessee 38134

(901) 333-_____

Myemail@southwest.tn.edu

http://faculty.southwest.tn.edu/my_faculty_site