**Sample letter for continuing advisees**

*Date*

Dear ____________,

The advisement/registration period is approaching. I look forward to seeing you again.

I will be posting a sign-up sheet for advisement appointments outside _________________. Please be sure to make an appointment with me during the appropriate period. If you cannot make any of those times, you can call me at 678-5000, ext. ____, and we will schedule a time that fits both of us.

You must check that there are no holds on your records, since holds will block your registration. Also, remember to check your Status Sheet and the College Catalogue to be sure you are completing all required courses for your major.

Don’t forget to preregister for courses on the Lion’s Den at the beginning of your registration week.

**In order to reserve a seat in the courses you will be taking, go to the online tutorial at:**

www.molloy.edu

Click on “Online Faculty & Student Access” and LOGIN to the Lion’s Den

You can register according to the following schedule, dependent on the credits you have completed, not counting those you are taking now:

- **Seniors** (96 or more completed credits): *Month, dates*
  Also “Sophomores Plus” (64 plus completed credits for Associate degree students)
- **Juniors** (64-95 completed credits): *Month, dates*
- **Sophomores** (30-63 completed credits): *Month, dates*
- **Freshmen** (0-29 completed credits): *Month, dates*
- **Priority Groups** (Honors Program, Student Government, & Athletes) may reserve courses on the Friday prior to the registration period for their class.

If you have any questions or issues you want to discuss, you can drop in to see me before your registration week, even though the system will not allow me to register you before that period.

*Faculty name*

*Department & Office # & Phone extension*