Retention Time Line
Fall 2013

Week of June 3

Contact students who are eligible but have yet to register for classes.

Week of July 24

Contact students who are eligible but have yet to register for classes.

Week of August 6

Offer trainings to Department Chairs and Offices on MAP-Works.

Week of September 2

College Heads send letter to the parents of new students

These letters ask parents to encourage their students to participate in Residential College activities. Dee Gupton has the form that she used to request the home addresses from the Registrar's Office.

Week of September 2

Send faculty members a 2012 / 2013 Final MAP-Works report, encourage them to refer students, and advertise for training.

Week of September 2

Advertise for MAP-Works Survey include incentives, dates, MAP-Works Fair, what and why.

Week of September 9 - 20

MAP-Works Survey Open to all students

Week of September 9

VPSA, Don Robertson, meets with the Freshman Council

FR Council is a group within SGA

Week of September 9

Early Grade Checks – First Evaluation

Faculty are encouraged to give an early exam (~3 weeks) to assess students at an early point. This time frame would also allow student to register for second half-semester classes, which begin October 15. This is a suggestion to faculty, and not a mandate.

Week of September 23

Persistence/encouragement e-mail sent to all freshmen and sophomores and advertise the Majors and MAP-Works Fair

E-mail will be sent by Retention Office and, among other things, remind them of the point listed above. This assumes we can access all e-mail address via MAP-Works.

Week of September 24

Academic Progress Reports

Student Support Services Office monitors progress of the at-risk students in their program. Athletics and OMA also do this. Retention Office should receive copies of these reports.

Week of September 24

Attendance and Progress Reports
First-year students' attendance and progress monitored by Retention Office. Reports mentioned above will aid in that effort. What about students not classified as "at risk?"

September 25
Majors and MAP-Works Fair

Week of October 21
VPSA, Don Robertson, meets with the Freshman Council
FR Council is a group within SGA

November 18
Letters mailed to parents of students who did not pre-schedule for spring semester.
This letter informs parents when students can register for spring classes. The list of these students comes from the Registrar. We contact parents then students.

November 18
Academic Deans receive lists of names and phone numbers of students in their college who did not pre-schedule for spring semester.
We are asking them to call those students encouraging them to enroll for spring classes.

Week of December 2
VPSA, Don Robertson, meets with the Freshman Council
FR Council is a group within SGA

Week of December 2
Persistence/encouragement e-mail sent from the MSU President to all students.
E-mail will address finals preparation, importance of exams, performing well on them, etc.

Retention Time Line

Winter Term 2013 - 2014

December 16

Winter term 2012 semester begins
Last day to drop with no grade

January 3

Last day to drop/withdraw from Winter Term

January 8

Last day of classes for Winter Term

January 9

Final grades for Winter Term MUST be submitted through instructor's myGate no later than 12:00 noon.

Retention Time Line

Spring 2014

Week of February 17

VPSA, Don Robertson, meets with the Freshman Council
FR Council is a group within SGA

Week of March 2

Mail letters to new students' parents
This letter encourages parents to ask students how they are adjusting and to let us know if the student needs assistance. Letter comes from Retention Office or VPSA.

Week of April 7

VPSA, Don Robertson, meets with the Freshman Council
FR Council is a group within SGA