

Fall 2007
Early Warning Notice Contact Sheet
Academic Advising and Support Center—Bertrand 109



Student: _____

ID: _____

Advisor: _____

Date: _____

Course: _____
Prefix Number Section

Instructor: _____

Based on our phone call today, you have agreed to:

- Meet with the instructor to discuss your situation and strategize a plan of action.
- Meet with your faculty advisor.
- Meet with an advisor from the Academic Advising and Support Center (AASC).
- Evaluate your situation and take action, if necessary, before the regular withdraw date of Friday, November 16, 2007
- Attend all classes. Come prepared, arrive on time, and stay for the whole duration.
- Purchase textbooks/supplemental reading/class materials or borrow a textbook from the instructor or a classmate
- Participate fully in all in class activities, including asking questions and/or making comments..
- Drop the class formally: Complete an Add/Drop form and submit it in the Registrar's office.
- Adjust your work schedule.
- Request a tutor from the Teaching and Learning Center (TLC).
- Attend an Academic Excellence Workshop sponsored by the AASC/TLC:
Title/Date/Time/Location: _____
Title/Date/Time/Location: _____
- Request a counseling appointment from the University Counseling Center.
- We left you a voicemail message on _____ . Please call Marsha Conley in Academic Advising and Support: 415-458-3781.**

Caller: _____