**SCHEDULE FOR JANUARY 5, 2012**

**ADVISORY PERIOD**

1. 8:20 – 8:30 Announcements
2. 8:30 – 8:35 Hand out new schedules
3. 8:35 – 8:50 Allow students time to look over their new schedule.

Also, allow students time to check and make sure they are taking courses they need for graduation. (Hand out their Credit Check Sheets if you have them in their files.)

1. 8:50 – 9:00 Hand out Schedule Change Request Sheets to students

who need to change schedules based on the criteria listed on the Schedule Change Request Sheet.

1. 9:00 – 9:-05 Collect any materials that should remain with you for

the students’ CAP file.

**Note:** Credit Check Sheets for each graduating class will be attached to the email sent to you pertaining to the Advisory Schedule. If possible, print the Credit Check Sheets that you need in your classroom on your printer.