



## A M E M O R A N D U M

TO: Advisees

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RE: Advising Preparation

It is time to update your academic plan, a process we call advising! As your advisor, I fully subscribe to MSUM's *Advising Expectations* so please review these before we visit.<sup>1</sup> During advising we will discuss your current progress, academic plans for next semester, then I will issue your code for on-line registration.<sup>2</sup> To facilitate this process, please note the following:

***☞ Please schedule your visit early!***

My office hours are posted on my web page so plan ahead to beat the rush!<sup>3</sup> I strongly recommend that you visit early to be ready when your window opens, thereby increasing the likelihood that courses will be open which of course will reduce stress.

***☞ Please schedule your visit through Outlook in your MSUM email account!***

Students schedule all meeting with me directly into my Outlook Calendar associated with my MSUM email account. Please schedule ***only a 15 minute appointments*** by following these steps:

1. Make sure your computer is set to "CENTRAL TIME ZONE" so our machines will be in sync
2. Log into your [MSUM Dragon Mail](#) email account
3. Go to your Outlook calendar, which is typically in the red bar at the top of the screen
4. Click on new event in the upper left part of your screen
5. Type in my email address in the Attendees area to request a meeting with me
6. Go to scheduling Assistant in the tool bar atop your screen
7. Look for my availability only during my stated ***in-office hours*** or e-office hours ([see my web page](#))
8. Then on the left side of the screen type in the date and 15 minute slot you are "***requesting***"
9. Then click on the OK button on top left corner
10. Then send the request using the button on the top right side of the screen
11. I will then accept if the time is free during regular office hours
12. Or I will decline if the request is for time outside regular office hours
13. ***Please note:*** JUST BECAUSE THE TIME OUTSIDE MY REGULAR OFFICE HOURS IS NOT SCHEDULED DOES NOT MEAN I AM FREE AS I DO NOT SCHEDULE MANY OF MY DUTIES AS FORMAL MEETINGS!!

***☞ Please make your class choices before, not during our meeting.***

Preparing beforehand will make our work more efficient, and eliminate hasty class decisions. This is also a courtesy to other students also waiting to meet with me during advising.

To accommodate spring advising, I will once again extend my in-office hours for two weeks only. Please see my web page for specific days/times. Also, please schedule a meeting during these two weeks so you are ready to register once your window opens. I hope this semester has been fruitful, and I look forward to seeing you soon!

Smiles,  
Dr. G.

<sup>1</sup> <http://www.mnstate.edu/asc/advising-expectations.aspx?terms=advising>

<sup>2</sup> I cannot give this to you via email

<sup>3</sup> See my "Office Hours" link at <http://web.mnstate.edu/ginther/>