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MINNESOTA STATE UNIVERSITY  
**moorhead**

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

TO: Advisees

FROM: Shawn Damon Ginther, M.S.W., Ph.D.  
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RE: Advising Preparation

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As we begin to prepare for your next academic term, we need to meet to discuss your plan for next semester. Further, I need to give you the necessary registration information that you will need to register on-line. So that I can see each and every one of you during advising week, and provide you with enough time and support in planning your future course load, please note the following:

***Please be sure to sign up early.***

(Please do not wait until the last minute because my advising calendar traditionally fills very quickly and if you wait you may not be able to meet with me *before* it is your turn to register on-line. As you know, you need the registration information that is in your folder in order to sign up for classes online! )

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

(Preparing beforehand will make our work more efficient, and eliminate your need to hastily make important class decisions during our meeting. This will also make time for other students who are also waiting to meet with me during advising).

***Please bring a copy of your current DARS transcript!***

(We will need a copy of your current DARS so please bring one with you!)

***Please schedule our meeting in my calendar (binder) located in the office.***

(You can either sign up in person, or call the front desk to schedule our meeting.)

I hope this semester has been a fruitful, and I look forward to seeing you during advising week!

Smiles,  
Dr. G.