**Purpose:** This email serves to confirm the alumni counselor’s upcoming visit to campus, as well as to inform the student what they will need in order to prepare for the academic meeting, as well as any meetings with campus officials.

* Alumni counselor should notify (phone, text, email or Facebook) the alum of their upcoming visit 2-3 weeks before the visit, and this email should be sent at least 1 week in advance of the visit. Additionally, the alum should be texted the day before as a final reminder.

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Hi William!

Below is my tentative schedule for the day at the University of Indianapolis, and a list of the information that I will need you to gather and think about before our visit. **The items in parenthesis and labeled "tentative" are dependent on your schedule for the day**. If you have class during any of our scheduled meeting times, please let me know so I can re-arrange the schedule.

Schedule:

* (Tentative: 9:00-9:30): Ms. Gallagher and William meet with Heidi Carl, Associate Director of Financial Aid
* 9:30-10:00: Campus Tour with William
* 11:00-11:30: Ms. Gallagher meets with Debbie Spinney and Daniel Stoker (Schwitzer Student Center, Room 206)
* 12:30-2:00: Academic Meeting with William
* 3:00-3:20: Ms. Gallagher meets with Academic Success Center (Schwitzer Student Center, Room 206)
* (Tentative: 3:30-4:15): Ms. Gallagher and William's Wrap-up with Snack

OR

(Tentative: 5:00-6:00): Ms. Gallagher and William's Wrap-up with Dinner

Materials Needed for Our Academic Meeting:

1. Your Planner or whatever item you’re using to keep yourself organized this fall

2. Syllabi for each your classes this fall:

* Basic Writing
* Microcomputer Applications
* World History Since 1700
* Intro to Criminal Justice
* Intro to Music
* New Student Experience

**Please reply to this email to let me know**:

* **Does the schedule listed above works with your class and extracurricular schedule (*especially the 9:00-9:30 meeting and 12:30-2:00*)?**
* **Would you like to have our wrap-up meeting from 3:30-4:15 or 5:00-6:00?**
* **Where can we meet on campus for the 12:30-2:00 Academic Meeting?**

Thanks,

Ms. Gallagher

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**Kathryn E. Gallagher**

*Alumni Counselor*

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