



## Student Communication from Advisors

March 13, 2020

**Email Subject line:** How to meet with me for advising

While classes are shifting to exclusively on-line instruction on March 30<sup>th</sup>, **I remain available for advising meetings now and in the future, by appointment.** I will not be holding walk-in hours for the remainder of the semester, but in our appointment I look forward to helping you navigate a successful finish to Spring semester, plan next semester's classes, and stay on track to earn your degree. We can meet in any of the following ways:

- **In person** at my usual office location ( )
- **On-line** via Zoom or another platform – I'll send you instructions for how to connect in a virtual meeting space.
- **By phone** – Provide your preferred phone number in the notes when you set up your meeting. I will call you at the time of our meeting.
- **By email** – Send me an email message prior to our meeting time with your questions. I'll respond to them and we can continue to exchange messages throughout our scheduled meeting time.

**Your appointment can be scheduled as usual in MyPLAN**, or by calling the Academic and Career Advising Center at (402) 472-4190. Please identify the format you would like to use for our meeting, and I'll send you any necessary instructions or links to get us connected.

If you are experiencing a fever, cough, or **any** other symptoms of illness, please do not come to campus. Instead, call the Academic and Career Advising Center at (402) 472-4190 to either cancel your appointment or reschedule it as a phone, email, or on-line appointment. Thank you!

Stay current on UNL's response to Covid-19, by regularly visiting <https://covid19.unl.edu/>. Please practice the CDC recommendations for preventing illness: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>.

Take care,  
Advisor Name