**Summer Prior to the 1st semester:**

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| **What to Discuss** | **When to Discuss** |
| Ask your student if they have thought about their “college why” and made a visual reminder.  Ask your student if they have completed their applicant portal checklist.  Ask your student if they know who their Academic Advisor or Program Counselor *(EOP, Honors, R2S, Say Yes, ACE students only)* is and how to contact them.  Check to see if your student has registered for classes.  Ask your student if they have completed and submitted their FASFA and TAP (if NYS student) forms.  Ask them if they have activated their Buffalo State email account. | **About 1 month before the first day for classes. These conversations can happen as early as 2-3 months prior to the start of their first semester.** |
| Ask your student is they have completed the [FERPA form](https://registrar.buffalostate.edu/ferpa), which allows parents or guardians to have access to student financial information and grades.  Ask them if they have checked their Buffalo State email for important messages or updates. | **About 3 weeks before the first day for classes. These conversations can happen as early as 1 month prior to the start of their first semester.** |
| Ask your student if they have reviewed their financial aid package and if they have an outstanding balance.  Ask them if they have checked their Buffalo State email for important messages or updates. | **About 2 weeks before the first day for classes. These conversations can happen as early as 1 month prior to the start of their first semester.** |
| Ask your student if they have downloaded the [syllabus for each enrolled course](https://www.bing.com/videos/riverview/relatedvideo?&q=what+is+a+syllabus&qpvt=what+is+a+syllabus&mid=36F3CA9C7182672212FF36F3CA9C7182672212FF&mmscn=mtsc&aps=36&FORM=VRDGAR)  Ask your student if they have a plan to purchase course materials and if they have begun to order any of the required items.  Ask them if they have checked their Buffalo State email for important messages or updates.  Ensure they have created a separate personal email address (high school emails deactivate after a while). This email should be used going forward for FASFA, job searches and things not connected to Buffalo State. | **About 1 week before the first day for classes. These conversations can happen as early as 3 weeks prior to the start of their first semester.** |
| Ask your student if they have a campus map or have practiced “walking” their schedule prior to the first day of classes.  Ask them if they have checked their Buffalo State email for important messages or updates. | **About 2-4 days before the first day for classes. These conversations can happen as early as 1 week prior to the start of their first semester.** |

**Fall & Spring Semesters**

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| **What to Discuss** | **When to Discuss** |
| Encourage them to reaffirm their “college why”.  Ask the if they needed to add or drop a class.  Ask them if they have purchased their course materials.  Ask them how they feel about their time management skills.  Remind them its ok if your goals change, especially when exploring a desired major or profession. (if they express a desire to pivot remind them to talk with their advisor/program counselor and the career center).  Remind them its ok to ask for help.  Ask them if they know how to access academic supports and wellness supports if needed.  Remind them to check their emails daily. For important information. | **The first 1-4 weeks of the semester** |
| Ask them if they have met anyone new.  Remind them its ok to be homesick (consider mailing them a package, letter, or card, or come visit)  Ask them how they plan to prepare for midterms (check the academic calendar for important dates like midterms).  Remind them that conflict and difficult conversations are apart of life, but if they need support with these things, they can visit the Student Conduct Office and ask about Restorative Justice.  Ask them if they feel more familiar with the campus and surrounding community.  Ask them how’s the food and eating / nutritional habits. (consider sending them a home cooked meal)  Remind them to check their emails daily. For important information. | **Weeks 5-7 of the semester** |
| Ask your student if they have reviewed their financial aid package and if they have an outstanding balance.  Ask them how they did on their midterms.  Remind them there is still time to recover if things aren’t going well academically, and today is the perfect day to ask for help.  Ask them if they know how to access academic supports and wellness supports if needed.  Make a travel plan for any semester breaks.  Remind them to check their emails daily. For important information.  Ask about the BIG 6: Professors they like, Professors that make them curious about learning, Mentors they have identified, a project they enjoyed, internships they want to pursue, student clubs/events they have participated in. | **Weeks 8-10** |
| Ask them if they have started to plan for next semester course registration.  Ask them if they have an account balance over $1500 and help them make a plan to lower their bill (students with a bill over $1500 can’t register for the next semester)  Remind them to check their emails daily. For important information. | **Weeks 11-13** |
| Remind them to prepare for finals.  Remind them to check their emails daily. For important information.  Make a travel plan for the end of the semester.  Ask if they registered for next semester. | **Weeks 14-16** |

**January/Summer Breaks**

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| **What to Discuss** | **When to Discuss** |
| Encourage them to reaffirm their “college why”.  Ask them how the semester went and where their current GPA stands  Make space for conversations around academic dismissal (if under a 2.0) and what the next steps should be  Make space for conversations related to transferring schools.  Ask them if they have recently viewed their student bill to ensure they don’t have a hold.  Remind them to check their emails weekly. For important information. | **Week 1** |
| Ask if they plan to work over the break (on campus or at home).  Ask them what fun plans they have.  Remind them to check their emails weekly. For important information. | **Week 2** |
| Ask them if they have registered for next semester or applied to their new school if they plan to transfer.  Remind them to complete their 1:1 check in if in Roar 2 Success.  Remind them to check their emails weekly. For important information. | **Week 3** |
| Ask them if they have an account balance over $1500 and help them make a plan to lower their bill (students with a bill over $1500 can’t register for the next semester)  Make a travel plan to return to campus.  Remind them to check their emails weekly. For important information. | **Week 4** |

**Ways to financially support your student:**

* Help out with any outstanding bill charges after their financial aid has been applied. (Consider signing up for a payment plan)
* Share any scholarship information you come across.
* Encourage them to get a campus job.
* Help them with purchasing course materials.
* Ask them about any basic necessities they need and send them a care package. (students often ask for toiletries, grocery cards, Uber/Lyft cards, etc)