**Sample C**

**Senior Outreach Email Explanation of Completion of Degree**

Amy,

It was nice to talk with you this morning.

As I mentioned, I am here to assist you in any way to the completion of your degree. Because you are nearly through, there are some important steps to be taken…let me describe them to you and point out some resources that may help you out along the way. Here are three important steps for you.

         Be sure that your major contract is current and accurate with your major advisor, Beth Wilson. This is a key because when you apply for graduation (see next bullet) you will need to provide the most recent copy of your major contract.

         You need to apply for graduation with the Office of the Registrar. It is strongly suggested that you do this three terms before your planned graduation date. This is pivotal because it triggers an assessment of your academic record to see what remains to be fulfilled in order to graduate. It gives you peace of mind in knowing what needs to be done, and clarity as to the specific remaining requirements. Here’s a link to the Office of the Registrar that describes the process: <http://pine.humboldt.edu/registrar/students/graduation.html>

         One requirement of graduation is to pass the Graduate Writing Proficiency Exam (GWPE.) The exam is offered through the HSU Testing Center three times per year (here’s a link to their schedule: <http://www.humboldt.edu/testingcenter/test_calendar.php>.) In addition, the English Department has some great resources that describe the exam and hints on how to approach it: (<http://www.humboldt.edu/english/GWPE.htm>.)

 If there are other circumstances that may delay or deny you from graduating on time, please know that I am here as your advocate. It is an honor for me to assist students through the finals stages of a well-deserved accomplishment, such as your bachelor’s degree.

Feel free to contact me directly at the phone number below, or to schedule an appointment, call the Advising Center reception at 826-5224.

I hope that you have a great summer and fall, we’ll see you in the spring.

 Respectfully,

 Chris

 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  
Chris DeHart, Academic Advisor

Humboldt State University Advising Center

[(707) 826-6204](tel:%28707%29%20826-6204)