

July	August	September	October	November	December
Key communication this month is:	Key communication this month is:	Key communication this month is:	Key communication this month is:	Key communication this month is:	Key communication this month is:
Introductory email as your students get added to your list	Getting students signed up for their campus orientation.	Orientation follow up (if any did not attend in August but there are options to attend in September)	Send out a message to Ivy Achieves students about Fall Break: how to use it as a time to recharge AND also as a time to catch up on course work if needed.	Continue the communication about Spring registration--make sure students know how to do this, how to prep for it, etc.	Check in on finals preparation
Getting students signed up for their campus orientation.	Communicating about paid status options.	Make sure students know how to sign up for an appointment with their advisor or career coach.	Send out messaging: "Did you know your advisor or career coach can help you with that?"	Mention the FAFSA deadline in Spring so it is starting to get on their radar--share what they will need to be prepared for it [likely a resource that exists]	Continue to communicate about FAFSA
Communicating about paid status options.	Checking in on ACPs and courses enrolled in as part of their ACPs.	Check in with students who DO NOT have a valid ACP and/or whose classes are not on their ACP.	Start the communication about Spring registration	Reminder about logging into IvyLearns	Early registration "deadline"
Check on IVYT enrollment [who isn't enrolled? Make sure they get enrolled.]	Check on IVYT enrollment [who isn't enrolled? Make sure they get enrolled.]	For students on track with their habits: General check in letting them know you are there as a point of contact if they need you.	Reminder about logging into IvyLearns	Communicate with specific students who seem to be lagging in habit completion/engagement	General check in--how are they feeling?
General start of year check in messaging	Reminder about logging into IvyLearns	For students NOT on track with their habits: Follow up with specific habits they are behind on completing (and can still complete)--encouragement and offering assistance		Mention finals next month--some tips on finals preparation	Tips for re-energizing over winter break and staying the course for their Spring return
	Customize and share the Helpful Resources for Students Ivy Achieves resource document with students.	Customize and share the Helpful Resources for Students Ivy Achieves resource document with students.			
		Reminder about logging into IvyLearns [there will be a habit graphic for this]			

January	February	March	April	May
Key communication this month is:	Key communication this month is:	Key communication this month is:	Key communication this month is:	Key communication this month is:
If there is a Spring orientation for students--communicate about this	Make sure students know how to sign up for an appointment with their advisor or career coach.	Send out a message to Ivy Achieves students about Spring Break: how to use it as a time to recharge AND also as a time to catch up on course work if needed.	Continue the communication about Fall registration--make sure students know how to do this, how to prep for it, etc.	Check in on finals preparation
Communicating about paid status options for Spring	Check in with students who DO NOT have a valid ACP and/or whose classes are not on their ACP.	Send out messaging: "Did you know your advisor or career coach can help you with that?"	FAFSA deadline (April 15th) messaging	Early registration "deadline"
Checking in on ACPs and courses enrolled in as part of their ACPs.	General check in letting them know you are there as a point of contact if they need you.	Start the communication about Fall registration [and Summer if they are interested]	Reminder about logging into IvyLearns	General check in--how are they feeling?
Check on IVYT enrollment [who isn't enrolled? Make sure they get enrolled.]--while this is ideally a Fall habit, we still want them to get it in Spring if they didn't get it in Fall	For students NOT on track with their habits: Follow up with specific habits they are behind on completing (and can still complete)--encouragement and offering assistance	Reminder about logging into IvyLearns	Communicate with specific students who seem to be lagging in habit completion/engagement	Tips for making the most of their summer (either via courses or outside of courses) and preparing for the Fall semester
Reminder about logging into IvyLearns	Customize and share the " How do I? " Ivy Achieves resource document with students.	FAFSA deadline (April 15th) messaging	Mention finals next month--some tips on finals preparation	
FAFSA deadline (April 15th) messaging	Reminder about logging into IvyLearns [there will be a habit graphic for this]			
Send out messages to students who DID NOT complete courses successfully in the Fall semester. A message like this one about tutoring services can be helpful.	FAFSA deadline (April 15th) messaging			