*Semester outline (all students) [September 1, January 1, April 1 – also run query again on October 1 to catch other students]*

Dear [student’s first name],

I hope you’re enjoying the [season] semester at Oakland University, and have made great connections with faculty, your academic adviser and other students majoring in [name of major].

*Select one, or mix and match from these suggestions*

[season] is an exciting time on campus, filled with many events and opportunities for gathering. In that spirit, I invite you to the Department of [name] open house on [day, time] in [location]. During the open house, you’ll have the chance to talk with expert faculty, ask questions about your program of study, learn about student orgs relevant to [name of major] majors, and of course, enjoy free food.

I wanted to remind you that the [school/college/department] scholarship deadline is [date]. This scholarship is awarded to students who [criteria]. Learn more at [url] and please consider applying for this scholarship.

This is the perfect time to think about an internship, co-op experience or research opportunity. As a [name of major] major, you may be interested in [list of interesting/available internships]. You can learn more at [url]. Also be sure to check out the Career Services website at oakland.edu/internship for a list of other internships, plus tips to help you be successful.

I wanted to remind you to visit oakland.edu/finishline for an interactive, year-by-year guide that will help you focus on the steps necessary to reach the finish line: graduation and employment after OU. A good rule of thumb is to take 16 credits each semester to stay on track for graduation in four to five years. If you have questions about your progress or need help with course selection, please contact your academic adviser (oakland.edu/advising).

If you haven’t done so already, I encourage you to get involved in a student organization. Student orgs provide opportunities for leadership, outreach and camaraderie – not to mention that prospective employers like to hire students who participate in extracurricular activities. Here are some orgs I think you might be interested in [list orgs with urls].

*Summer suggestion*

As you know, taking summer classes is a great way to stay on track for graduation and to enrich your education by taking courses you cannot fit into your normal fall-winter course load. Some suggested summer courses include [list courses]. If you need help with summer course selection, please contact your academic adviser (oakland.edu/advising). Summer is also the perfect time to get ahead in your reading, and I encourage you to do so by reading [list reading materials].

If you have any questions during the semester or just want to chat, please stop by my office at [address]. My door is always open. Or, feel free to email me at [email address]. Also, remember to “like” the [name of department] page on Facebook at [Facebook url] for [contests, event info, program updates, etc].

Have a wonderful [season] semester!

[Name]

Chair, Department of [name]