## Advising for Creative Writing Majors and Minors

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## When you'd like my help, please follow these guidelines:

When you email me:

- Include your 800/801 number and your WKU email (if you contact me from a personal email account).
- Clearly state your request/question in the body of the email.

## For Easy Questions:

If you have an easy question that we can resolve with a few brief emails (for instance you want to claim or change your minor), just email me with a clear statement of what you'd like help with, and we'll resolve it through email.

## To Schedule a Meeting for More Complex Questions or During Registration Windows:

- Request a meeting via Calendly (<u>calendly.com/jessica-folk</u>) at least 24 hours in advance.
- Consult course offerings for the next semester before you arrive and suggest a sample schedule during the meeting.
- Include a description of what you know about your progress. Do you know what major/Colonnade courses you still need? Do you have requests for specific courses or delivery options (f2f or online, e.g.)? Do you have any schedule conflicts/restrictions?

I'm happy to talk with you about specific course- or program-related questions. I'm also happy to talk with you about your career goals and the path you're on. Just let me know!