**Promotional Timeline for SGA Student Survey on Academic Advising Services**

*(as of 12/4/24)*

December 8 SGA approves funding for survey incentives

During Winter Break/week of January 13 SGA creates a promotional video and plays it on Instagram

SGA advisors/SGA representatives meet with Tara/CASA staff to inform them about the upcoming survey

Monday, January 13 Spring semester classes begin

Friday, January 17 Fliers promoting the survey are placed on digital signs across campus

Saturday, January 18 SGA distributes information/discusses survey at their Get to Know SGA event as part of Spring Welcome

January 19 – February 7 Fliers are placed in Food Studio table tents

January 21 Survey is sent to official student distribution list and included in Campus Announcements

Week of January 27 SGA holds a tabling event to encourage students to complete the survey

Tuesday, January 28 Reminder is sent to official student distribution list and included in Campus Announcements

Friday, February 7 Final email is sent to official student distribution list and included in Campus Announcements