

**Academic Development Program**

**How to Schedule an Appointment with Your Academic Advisor**

**Scheduling an Appointment with Dr. Bunner or Dr. Jones:**

Send an email to Dr. Bunner or Dr. Jones: mbunner@wcupa.edu or tjones2@wcupa.edu

**Include in your email message:**

1. A Greeting (*for example*: “Dear Dr. Bunner,” or “Hello, Dr. Jones,”)
2. The purpose of your message (*for example*: “I would like to schedule an appointment with you to discuss my classes for next semester.”)
3. A list of all of the days and times you are available (*for example*, “I am available on MWF between 9 a.m. and 2 p.m. or on TTH between 10 a.m. and 11:30 a.m. or between 2:30 p.m. and 4 p.m.”).
4. A Closing, including your name (*for example*, “Thanks! Bridget Murphy”)

**Scheduling an Appointment with Dr. Craig:**

Call the ADP Main Office at 610-436-3274, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m.