Advising Corner Policies, established 2018-19

1. Advising Corner is an opportunity for advisers in one department, program, or academic support office per day to meet with freshmen at a dedicated advising table in Annenberg during the 12-2pm lunch hours. Students are informed of the weekly lineup of Advising Corner representatives via the Yard Bulletin. They are welcome to stop by for quick questions, to pick up materials about events, or to engage in longer conversations as it suits their needs.

2. Academic departments/committees and support offices will sign up via the booking site: [https://harvardapo.simplybook.me/v2/](https://harvardapo.simplybook.me/v2/) which can also be found on the APO’s website: [https://apo.college.harvard.edu/advising-corner](https://apo.college.harvard.edu/advising-corner).
   a. Only one group can host Advising Corner during that day’s sign-up. A maximum of 3 staff persons are permitted to host the table in one block of time.
   b. We recommend that you consider signing up for two sessions in any given month: one on either a Monday, a Wednesday, or a Friday; the other on either a Tuesday or a Thursday. Doing so would help maximize your contact with any students enrolled in either a M/W/F class or a T/Th class that happens to meet during the lunch hour. We also ask that you please not sign up for more than three sessions in any given month (if you do, we will ask you to pare them down).

3. When you book an Advising Corner time, the email confirmation you receive will act as your permit to table in Annenberg on that day: please print this and bring it with you to show it to the checker at the entrance.
   a. Your permit allows you to dine in the dining hall and to have exclusive access of the designated Advising Corner table.

4. We encourage you to sign up for your preferred dates as early as possible. Sign-ups that are received prior to Monday at 4:00pm (for the following week) will be included in that Friday’s Yard Bulletin. We are unable to advertise your sign-up in the Yard Bulletin if it is received after the deadline.
   a. If you are attempting to book a time during the week of said slot, you must contact us in order to confirm your booking with Annenberg prior to your arrival.

5. The designated Advising Corner table is the table closest to the exit in Row B (middle row), at the back of the dining hall, near the exit.

6. No tables and chairs are to be moved from their spots.

7. Any literature brought in by groups cannot be taped or stapled to tables, chairs, walls, etc. The group are responsible for the set up and clean up and recycling of all literature and debris before they leave. APO does not provide any on-site support or materials.

8. Advising Corner should not interfere with students coming in for their meal or leaving the facility.

9. All visitors of Annenberg should exit only out the back exit.