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|  | **Action Item** | **Timeframe** | **Owner** |
|  | Write up notes from student in ConnectEDU as soon as possible to ensure that few details/notes are lost | Within 24 hours of the visit | Alumni Counselor |
|  | Email student academic plan and any other follow up from the meeting | Within 24 hours of the visit | Alumni Counselor |
|  | Update other areas of student’s status in ConnectEDU; Tiering tracker  | Within 24 hours of the visit | Alumni Counselor |
|  | Send thank you emails to campus officials whom you met | Within 24 hours of the visit | Alumni Counselor |
|  | Enter business cards of key officials into Outlook contacts and share with other alumni counselors via the Campus Contacts shared google doc | Within 48 hours of the visit | Alumni Counselor |
|  | Enter key campus information (where to eat; where to work; wifi; where to meet with students, etc) in Campus Contacts shared google doc | Within 48 hours of the visit | Alumni Counselor |
|  | Create internal follow up plan for AC work with student | Within 48 hours of the visit | Alumni Counselor |
|  | Share any relevant information with college counselor & dean of college (strong contacts; supportive programs at schools, etc) | Ongoing and in department meetings | Alumni Counselor |