

Welcome from Jason Kelly—Assistant Dean/Director of Academic Advising!

The Academic Advising Office is a group of wonderful people who care deeply about the students at CSB/SJU and are here to assist you as you pursue your educational and career goals. We provide a variety of services and are here to serve students who are experiencing academic difficulties and those who are simply looking for some guidance.

As a member of this community for 20 years, I have some specific advice for the new students at CSB/SJU, **use your words** to develop relationships with the adult members of this community!" The faculty, staff and members of the monasteries who live and work here have a genuine interest in helping you to become the outstanding people we call CSB/SJU alumnae/i.

Remember why you are here, **go to class**. You are here to earn a degree

and in order to accomplish that goal you will need to study, A LOT! My least favorite part of my job is placing students on probation or dismissing them. In order to achieve good grades, I recommend that you study 20-25 hours per week, **do your work**. This is a dramatic change for many of you, but it will serve you well.

In summary, welcome to CSB/SJU. **"Go to class, do your work and use your words!"** and I look forward to watching you walk across the stage as you graduate in four short years!

How To Succeed at CSB/SJU: The First Keys



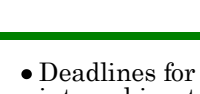
GO TO CLASS

- Every class
- On Time



DO YOUR WORK

- 2 hr. for every hr. in class
- Turn work in on time



COMMUNICATE

- Speak in class/participate
- Ask questions

Academic Advising Staff

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Be Organized!

Successful college students typically have one thing in common. They are well organized. Here are some items you need to record and keep updated:

- Class times, professors' office hours, study/extra help sessions.
- Assignment due dates and test schedules.
- Course withdrawal deadlines.
- Course registration dates and deadlines.
- Deadlines for payments, including tuition, housing and meal plans.

- Deadlines for other things such as: internship, study abroad program, scholarships, grants, and loans, and student employment.

Create "to do" lists. Determine which tasks are the most pressing and which can be put off until a later date.

CSB Academic Advising Walk-In Hours:
Thursdays
1:30-3:30 p.m.

Study Smart!

- Study in your own "quiet place".
- Complete all assignments early.
- Study between classes.
- Study the "worst first".
- Study according to your body clock.
- Space your studying.
- Turn off your cell phone.
- Learn to use Microsoft Word.
- Back-up computer files and save often.
- Review old tests.

Stay Healthy and Safe

Use common sense:

- Eat a balanced diet.
- Take a multivitamin.
- Wash your hands often to avoid contracting germs.
- Keep a list of any medications/prescription drugs you're taking.
- Exercise regularly.
- Have information on your health insurance readily available.
- Go to the Health Center if you have questions.
- Avoid caffeine and nicotine.

Sleep Tips:

- Resident halls are somewhat loud—ask people to leave your room if you are trying to sleep.
- Avoid naps if they interfere with your sleep at night.
- Avoid caffeine after noon and nicotine altogether.
- Do not exercise late in the evening.
- Never drink alcohol to help you sleep.
- Be on a consistent wake-sleep cycle every weekday.
- If noise is making it difficult, see about moving to a “quiet lifestyle” or “healthy living” floor.

Where to Find Help on Campus

- Talk to a Course Instructor.
- Talk to a Faculty Advisor.
- Arrange for tutoring through a department.
- Visit the Math Skills Center.
- Visit the Writing Center.
- Speak with a student mentor.
- Visit the Career Resource Center.
- Contact a Peer Advising Assistant.
- Contact the Office of Academic Advising.

Some of the information contained within this newsletter is from the book “Getting The Most Out Of College”, by Alan Farber, Ph.D., Woodburn Press.

Succeed in the Classroom!

Suggestions on how to succeed in the classroom:

- Attend every class.
- Sit up front and avoid distractions.
- Come prepared.
- Participate in classes.
- Make presentations early.
- Turn off your cell phone.
- Use your laptop (classroom purposes only and if your professor allows it).
- Obtain phone numbers from one or two classmates, in case you miss or are late for a class, to obtain handouts or notes.
- Form a study group.

Important Dates for

September

Sept. 6th—Labor Day—NO CLASSES

Sept. 7th—INVOLVEMENT IN THE HCC, HCC-Field House @ 5:00 p.m.

Sept. 9th—Last day to receive a W on A1 mod courses (signature required)

Sept. 9th—Last day to receive a Permanent drop on AB1 courses

Sept. 10th—Last day to receive a W on A2 mod courses (signature required)

Sept. 9th—Last day to receive a Permanent drop on AB2 courses

Sept. 14th—FALL INTO YOUR FUTURE (First-Year Resource Fair), MaryC Lower Level, 3:00-5:00 p.m.

Sept. 20th—Last day for permanent drop from any full term course without a transcript entry

Sept. 21st—Mod B1 begins

Sept. 27th—Last day to receive a W on AB1 mod courses (signature required)

Sept. 27th—Last day to receive a Permanent drop on B1 courses

Sept. 28th—Last day to receive a W on AB1 mod courses (signature required)

Sept. 28th—Last day to receive a Permanent drop on B2 courses

**Check out our website :
<http://csbsju.edu/academicadvising/>**