

The Office of

# Academic Advising

September, 2011

College of Saint Benedict/Saint John's University

**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

### CSB Office

Phone: 363-5687

Email: [advisingcsb@csbsju.edu](mailto:advisingcsb@csbsju.edu)

Michelle Sauer—Associate Director

Jackie Hampton—Academic Advisor

Theresa Anderson—Academic Advisor

Jeanne Terres—Office Coordinator

### SJU Office:

Phone: 363-2248

Email: [advisingsju@csbsju.edu](mailto:advisingsju@csbsju.edu)

Jason Kelly—Assistant Dean/Director of Academic Advising

Mark Shimota—Assistant Director

Lisa Scott—Academic Advisor

Sharon Wenner—Academic Advisor

Jo Eiynek—Office Coordinator

### Disability Services:

Phone: 363-3072

Email: [disabilityservices@csbsju.edu](mailto:disabilityservices@csbsju.edu)

Tom Sagerhorn—Disability Specialist

## **NEW OFFICE and STAFF —DISABILITY SERVICES**

The CSB/SJU community is dedicated to providing an inclusive environment in which all of our learners can be successful. As an ongoing measure of support to our student community, the campus has created the office of Disability Services. This office, which functions as a branch of Academic Advising, provides accommodations to students with documented disabilities. The Disability Services Office is located on the SJU Campus, in room 458A of the Quadrangle Building.

The Office of Disability Services is here to ensure that students with documented disabilities receive reasonable accommodations. We strive to maintain

compliance with state and federal disability laws. Our desire to advocate for and provide accommodations for students with disabilities is rooted in the core of our Benedictine Values, which include: dignity of work, hospitality, stewardship, truthful living, justice, moderation, listening, common good, awareness of God, community living, taking counsel and respect for persons.

### MEET TOM SAGERHORN— DISABILITY SPECIALIST

I am writing this message to introduce myself to the campus community. My name is Tom Sagerhorn, and I have the privilege of serving

as the new Disability Specialist. This is a new position to the CSB/SJU community. I will be working out of the Academic Advising Offices on both campuses. My primary responsibility will be coordinating accommodations for our students with disabilities.

I am very excited to be a new member of your community. This truly is a dream job for me. I look forward to meeting, collaborating with, and learning from you. I arrive with a background as a special education teacher. My passions are to advocate for the rights of people with disabilities and to help empower young people to *achieve their goals!*

## 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.

## 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.

## 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.
- Contact Disability Services Office.

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.

## Important Dates for September

**Sept. 5th—LABOR DAY—CLASSES HELD!**

**Sept. 5th—LAST DAY TO ADD A FULL TERM COURSE**

**Sept. 6th—Last day to receive a Permanent drop on A1 mod courses**

**Sept. 7th—Last day to receive a Permanent drop on A2 mod courses**

**Sept. 13th—INVOLVEMENT IN THE HCC, HCC-Field House from 5:00-7:00 p.m.**

**Sept. 14th—Last day to receive a W on A1 mod courses (signature required)**

**Sept. 14th—Last day to receive a Permanent drop on AB1 courses**

**Sept. 15th—Last day to receive a W on A2 mod courses (signature required)**

**Sept. 15th—Last day to receive a Permanent drop on AB2 courses**

**Sept. 20th—FALL INTO YOUR FUTURE (First-Year Resource Fair), MaryC Lower Level, 3:00-5:00 p.m.**

**Sept. 23rd—LAST DAY FOR PERMANENT DROP FROM ANY FULL TERMA COURSE WITHOUT A TRANSCRIPT ENTRY**

**Sept. 24th—HOMECOMING**

**Sept. 26th—Mod B1 begins**

**Sept. 30th —Last day to receive a Permanent drop on B1 courses**

**Sept. 30th—Last day to receive a W on AB1 mod courses (signature required)**

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