

The Office of

Academic Advising

September, 2012

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

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

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

Tom Sagerhorn—Disability Specialist

DISABILITY SERVICES

Greetings from Disability Services—we are excited to welcome you to our community!

Our office was created last summer to serve the growing number of students with disabilities at CSB/SJU. Our primary responsibility is to determine appropriate accommodations for students on campus.

If you have a disability or have questions about appropriate accommodations, you are encouraged to contact our office.

Accommodations are determined on a case-by-case basis. The first step in this process is to schedule an "initial interview" with our Disability Specialist, Tom Sagerhorn.

The initial interview is a collaborative meeting in which the student and disability specialist work to identify barriers on campus.

Be advised that we may require further supporting documentation to verify eligibility. While not required, students are encouraged to bring copies of supporting documentation to

their initial interview.

Common accommodations provided by our office include: extended time on exams, alternate test locations, note takers, accessible print materials, access to assistive technology, and other accommodations unique to individual needs and circumstances.

To schedule a meeting with our disability specialist, please call 320-363-5687. Our office is located on the second floor of the Academic Services at CSB—next door to Academic Advising.

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. 3rd—LABOR DAY—CLASSES HELD!

Sept. 3rd—LAST DAY TO ADD A FULL TERM COURSE

Sept. 4th—Last day to receive a Permanent drop on A1 mod courses

Sept. 5th—Last day to receive a Permanent drop on A2 mod courses

Sept. 11th—INVOLVEMENT IN THE HCC, HCC-Field House, 5:00-7:00 p.m.

Sept. 12th—Last day to receive a W on A1 mod courses (signature required)

Sept. 12th—Last day to receive a Permanent drop on AB1 courses

Sept. 13th—Last day to receive a W on A2 mod courses (signature required)

Sept. 13th—Last day to receive a Permanent drop on AB2 courses

Sept. 21st—LAST DAY FOR PERMANENT DROP FROM ANY FULL TERM COURSE WITHOUT A TRANSCRIPT ENTRY

Sept. 24th—Mod B1 begins

Sept. 26th—FALL INTO YOUR FUTURE (First-Year Resource Fair), MaryC Lower Level, 3:00-5:00 p.m.

Sept. 28th —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. 29th—HOMECOMING

Oct. 4 & 5—FREE DAYS (Long Weekend)

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