STUDENT REMINDERS

1. **ACADEMICS COME FIRST.** Go to class. Participate. Submit assignments on time. Go to office hours. Ask questions when you’re unsure of the answers. Engage in the learning process.

2. **OWN YOUR IDENTITY.** Know your responsibilities, challenges, privileges, and resources. Share who you are with faculty advisors, course faculty, staff, and peers. The more they know about you, the better their advice will be.

3. **KNOW YOUR SCHEDULE.** Know what time you need to be where – and plan for travel time between locations. Review course syllabi for examination dates and assignment deadlines. Record all academic and non-academic dates and deadlines in your calendar at the beginning of the semester – color coding may be useful. Attempt to minimize any and all time conflicts through consistent consultation and careful course selection. Plan ahead.

4. **CONSULT YOUR FACULTY ADVISORS AND COURSE FACULTY.** Speak with faculty early and frequently so that they’re aware of your circumstances, particularly any difficulties you may have with specific coursework or overall adjustment. Faculty can offer guidance and resources, but only if you convey your concerns directly, honestly, and in a timely manner.

5. **KEEP YOUR FACULTY UPDATED.** If something happens that will impact course attendance, assignment submissions, and examination dates, let faculty know immediately. Faculty can be responsive and supportive with information, but not without it. Make an appointment to discuss alternative arrangements or options. Alternative arrangements or options can generally be given with advance notice, but will likely be refused without sufficient communication and lead time.

6. **FIND BALANCE – ACADEMICALLY AND SOCIALLY.** Academic balance includes balance between requirements and major/elective courses, between qualitative and quantitative courses, and between things you know and things you don’t know. Social balance includes balance between time alone and time with others, and between different social networks. Get integrated in multiple ways.

7. **OWN YOUR KENYON EXPERIENCE.** Don’t take advice without questioning it first. Make decisions that are your own. Take initiative to improve communication and resolve conflicts. Know your own limits. Ask for help when you need it – from family, friends, professors, peers, and other support staff on campus, including Hoi Ning Ngai, the Dean for Academic Advising and Support.

8. **KNOW YOUR RESOURCES.** There are peer resources in the form of: upper-class counselors, community advisors, peer counselors, beer and sex advisors, sexual misconduct advisors, discrimination advisors. There are faculty, administrators, and staff. There are departments, offices, and centers. There are friends and family back home. Your success at Kenyon relies on your ability to know, access, and leverage all of these resources. Don’t let them fall by the wayside. Take advantage of them so that you can thrive here.

9. **RELAX. REST. STAY HEALTHY – PHYSICALLY AND MENTALLY.** You’ll find the most success if and when you’re functioning at your best.
WHAT KIND OF QUESTIONS CAN I ASK THE DEAN?

1. What should I take this/next semester? (Have you consulted your faculty advisor? Your professors? Your UCC? Your CA? Your family? Your friends? Still confused? Want another opinion? Contact me.)

2. What should I get involved in on campus? How much can I handle? (Have you consulted your faculty advisor? Your UCC? Your CA? Your family? Your friends? Want more perspective? Contact me.)

3. I’m struggling with my classes. I can’t seem to keep up. What should I do? (Have you consulted your professors? Your faculty advisor? The Math and Science Skills Center? The Writing Center? Student Accessibility and Support Services? The Counseling Center? Want additional ideas? Contact me.)

4. I’m having issues with my roommate(s). I’m having issues with my boyfriend/girlfriend/friend(s). I’m having issues with my parent(s)/sibling(s). What should I do? (Have you tried to talk to him/her/them? Have you consulted your CA? Your Assistant Director? A Peer Counselor? The Counseling Center? Your family? Your friends? Want another sounding board? Contact me)

5. What should I major/minor/concentrate in? (Have you consulted your faculty advisor? Your professors? The Career Development Office? Want to talk out your options? Contact me.)


7. I’m having issues with my faculty advisor. I’m having issues with my professor. I’m having issues with my coach. What should I do? (Have you tried to talk to him/her? Have you consulted your UCC? Your family? Your friends? Want to work on different ways to approach the situation? Contact me.)

8. I’m not feeling so hot. I have no/some/every idea why. Where should I go? (Have you consulted the Health Center? The Counseling Center? Really not sure where to go? Contact me.)


11. I’m feeling awesome. I’m having the best time. I just want to tell as many people as possible. (WELL, CONTACT ME FOR THAT TOO.)

For help with any of the issues above (or others), feel free to email me at: ngaih@kenyon.edu. You should expect an answer within 24-48 hours of receipt (unless you receive an automatic reply message).

For 30-minute appointments, please click through the “Meet with the Dean” link on the Kenyon College Academic Advising webpage. Select one appointment slot. If you wish, you can provide the reason(s) for your appointment. If you can't access the calendar and/or find a slot that works, please email me directly at: ngaih@kenyon.edu with all of your availability 9AM-4PM, Monday-Friday.

Office of Academic Advising, Kenyon College
http://www.kenyon.edu/directories/offices-services/academic-advising/
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