



Student Academic Support Services Center
Dartmouth College
6064 Carson Hall, Suite 125, Hanover NH 03755-3529
Tel: (603) 646-2243
Fax: (603) 646-6166
Email: undergraduate.deans.office@Dartmouth.Edu

December 2017

Dear Parents, Guardians, and Families of the Class of 2021:

Greetings on behalf of the Undergraduate Deans Office. Our mission is to support students in their engagement with the curriculum and in their overall educational experience. In keeping with this objective, I am pleased to be communicating with you at this important juncture in your student's experience. Your student just completed their first term away at college and has eagerly returned to your doorstep to share their new lives with you. Encourage them by listening carefully to their stories; rejoice in their successes, comfort them over their disappointments, and urge them to take time during this break to reflect upon their experiences. Finally, invite them to consider how they will use winter term to make changes or continue with successful habits and practice.

This letter is written to accompany the grade report of your student. If you are dissatisfied with what you see, agree on a time when you will sit with your student to discuss the details of your concern. It is our experience that students will be quite candid about their struggles when they feel supported and heard. However, it is equally important to let them know that you will hold them accountable for their agreements with you. Assist them in developing a plan of action that includes meeting with their undergraduate dean when they return to campus for winter term.

We welcome the partnership of parents, guardians, and families in the educational process and invite you to get in touch with our office when you have questions or concerns. **Please be advised that this is the only term for which you will receive a grade report, so it is important that you develop trust and communication around the issue of grades with your student.**

FIRST-YEAR ADJUSTMENTS Perhaps the most difficult transition for some Dartmouth students in their first few months is adjusting to both the pace of a ten-week term and the increased rigor of college courses as compared to high school. In our experience, academic challenges require a student to tap deeper into their motivations, manage time better, develop new study skills and behaviors, and not give up. We firmly believe that those challenges do not reflect whether a student is "smart enough." Consequently, your student's academic performance can improve when they put in the work, adjust study habits, and take advantage of support resources. Please know that your student is surrounded by caring professionals and helpful fellow students who are available to support and advise.

RESOURCES Please remind your student of the wide range of resources – academic and personal – available to them at Dartmouth. Let me first draw your attention to the **Undergraduate Deans Office**, which is located in the **Student Academic Support Services Center** in Carson Hall. As you are aware, your student has been assigned an undergraduate dean who serves as a source of support around academic engagement and success. The undergraduate deans are available for students by appointment and during "Open Hours," which feature drop-in meetings (no appointment necessary).

Other resources available to your student include:

- Academic Skills Center
- Office of Pluralism and Leadership (OPAL)
- Student Center for Research, Writing, and Information Technology (RWIT)
- Counseling and Human Development
- Faculty Advisor and House Professor (connected to your student's House Community)
- Course Professors
- Health Professions Program: Pre-Health Advising
- Undergraduate Advisors (UGAs) (available in the residence halls)
- Deans Office Student Consultants (DOSCs)
- Student Wellness Center

INFORMATION AVAILABLE ON THE WEB We would also like to draw your attention to the "**Parent, Guardian, and Family Connections**" section of our website: www.dartmouth.edu/~upperde/parents_family/index.html. Visit this page for resources you might find useful as you partner with your student around their success. In particular, the webpage and documents found at "**D-Plan Communication**" (*under "Important Information"*) will be helpful in conversations with your student as they develop their long-range plan for their Dartmouth career and consider "D-Plan" (enrollment pattern) options. If you would prefer to receive any of the documents on our website via the mail, we will send them to you; please call or email our office (603-646-2243 or undergraduate.deans.office@dartmouth.edu).

We have also encouraged your student to spend time over break reflecting on their experiences thus far, and planning for winter term (in particular Off-Campus Programs application deadline and Course Add/Drop).

First-year students must file their enrollment pattern preferences by Thursday, April 12, 2018. Please encourage your student to seek advice and assistance from several sources, including some of the resources we referenced and those listed on our website. We advise students to take advantage of the **PROCESS** of creating their D-Plan, and not to just charge towards an outcome. The D-Plan planning process allows students to explore the curriculum and the many opportunities at Dartmouth, while building on what they have discovered in their first and second terms.

WINTER TERM Winter term online check-in will be available from January 2, 2018 through January 5, 2018 at 11:59 p.m. **Check-in** is different than registering for classes or moving into the residence hall; check-in signals to the College that your student is on campus and committed to taking classes. Your student must check-in on BannerStudent during the period stated above. To avoid a late fee, students should have "holds" cleared and be "checked-in" via BannerStudent by January 5, 2018 at 11:59 p.m. Some students may have a "hold" on their check-in due to missing requirements, such as a "financial aid hold" for loan papers that require a signature. Students can view their "holds," if any, online through their BannerStudent Menu. Students should plan ahead in arranging for their return to Hanover; New Hampshire weather is especially unpredictable this time of year.

CALENDAR The following list of dates may help you plan for the coming months. Please note that because of Dartmouth's term system, breaks generally occur at different times than at other colleges. These schedules can also be viewed at the Registrar's website: www.dartmouth.edu/~reg/calendar/index.html.

WINTER TERM, 2018

| | |
|------------------------------------|--|
| January 2 (Tuesday) | Winter term online check-in begins |
| January 3 (Wednesday) | Classes begin |
| January 5 at 11:59 p.m. (Friday) | Online deadline to complete check-in without fee |
| January 15 (Monday) | Martin Luther King, Jr. Day holiday |
| March 6 (Tuesday) | Winter term classes end |
| March 7 - 8 (Wednesday - Thursday) | Pre-Examination break |
| March 9 - 13 (Friday - Tuesday) | Final exams |
| March 22 (Thursday) | Grade reports available on the web |

SPRING TERM, 2018

| | |
|------------------------------------|--|
| March 25 (Sunday) | Spring term online check-in begins |
| March 26 (Monday) | Classes begin |
| March 28 at 11:59 p.m. (Wednesday) | Online deadline to complete check-in without fee |
| April 12 (Thursday) | Enrollment patterns (D-Plans) due |
| May 4 - 6 (Friday - Sunday) | First-Year Family Weekend |
| May 28 (Monday) | Memorial Day holiday |
| May 30 (Wednesday) | Spring term classes end |
| May 31 (Thursday) | Pre-Examination break |
| June 1 - 5 (Friday - Tuesday) | Final exams |
| June 15 (Friday) | Grade reports available on the web |

COMMUNITY VALUES Community is an integral part of the Dartmouth experience. Your student has been engaged in multiple conversations regarding our community values since their arrival for Orientation. Ask your student what they have learned or shared with their new community, and how they are incorporating a broader perspective into their lives.

FINAL NOTES Looking ahead to spring, I do hope that each of you will find it possible to join us for **First-Year Family Weekend, Friday, May 4 – Sunday, May 6, 2018**. This is an opportunity to meet and talk with various staff, faculty, and administrators (including undergraduate deans); see www.dartmouth.edu/familyweekends/firstyear/ for more information.

The entire Undergraduate Deans Office joins me in extending to you and your family our very best wishes for a joyful holiday season and a healthy and rewarding 2018.

Sincerely,



Brian Reed, Ph.D.
Associate Dean for Student Academic Support Services and Dean of Undergraduate Students

Enclosure: *Grade Report*