Dear Advisees,

Welcome back again, and we hope you are using these past few days to finalize your class schedules and settle into a well-balanced rhythm. **I have attached the W23 term planner to aid you with your long term planning.** We find that time management and organization tools/strategies greatly contribute to academic success so we encourage you to begin implementing organizational practices now. This newsletter has some great information about how to arrange your weekly schedule and the reasons why you might want to come meet with me.

Please note that the deadline to check in for the term is today, January 6, by 11:59 PM ET. If you have any holds, please resolve them asap.

We have also included a tool for setting goals and making changes to your academic engagement from the Fall. We hope that each term, you take lessons learned from the previous term, and make any changes or tweaks to your academic approach. See the attached **Academic Success Action Plan (ASAP)** and consider reflecting on these questions with me, your faculty advisor, or another peer/mentor.

If you want to discuss your courses (or course changes), need answers to a quick question, or want some advice, feel free to utilize deans office drop-in hours. Monday – Fridays, 1:00 – 4:00 PM. We have both in person and zoom options.

The link to the zoom can be found here: https://students.dartmouth.edu/undergraduate-deans/about/student-drop-hours. And as always, you can schedule a longer 1:1 zoom appointments via your dean's calendly.

LEARNING @ DARTMOUTH: Here is a fantastic opportunity for both a PE/WE credit, but also to gain some valuable skills for academic success. Please see the attached flyer and also take a look at the syllabus.

- 1 PE/WE credit
- Banner Registration Required
- January 10 - March 2, 2023 on Tuesdays & Thursdays
- 2 Sections offered for CRN 11818:
    - 3:00-4:00 p.m. or 4:30-5:30 p.m.
- Abbreviated Course Schedule
- Course Takeaways
    - Greater understanding of how one learns and manages time
    - Strategies to enhance learning and time management
    - Increased confidence engaging in academic spaces
    - Knowledge and experience engaging with campus resources
- For more information, please read our FAQ
- Questions? Email... Learning.at.Dartmouth.Program@dartmouth.edu

We are also getting lots of questions about the NRO. The NRO stands for "Non-Recording Option". It's Dartmouth's version of the electing a pass/fail option. You can use a NRO to explore classes you might otherwise be afraid to try for fear of getting a bad grade. You have until Jan 18 to decide if you want to try the NRO, and February 28 change the grade limit. Here are some things you should know about the NRO:

- To elect an NRO, you can do so through DartHub. You indicate the lowest grade you are willing to have recorded on your transcript. You can elect one NRO per term.
- If the grade earned is lower than the limit you set but higher than an E, your transcript will show an NR (not recorded). It is not included in your grade point average.
- GRADES: If you earn a D, it WILL be counted toward the maximum of eight D's allowable and WILL make you liable for academic action (even though it appears as a NR on your transcript). If you fail the course, the grade of E is noted on your transcript, calculated into your grade point average and makes you liable for academic action.
- WHAT COUNTS? You cannot NRO courses for major credit. If you are thinking of majoring in a department, think carefully about electing an NRO. You can use an NRO for prerequisite courses to a major. You cannot NRO certain courses – the timetable will list **NR Eligible** next to the class on the term timetable. All first-year seminars and beginning language courses are not allowed to be taken under the NRO. If you earn a NR it will not count towards fulfillment of world cultures or distributive requirements. You will need to take another course to satisfy this requirement.
- HOW MANY? You can only earn the notation of NR three times.
- IMPORTANT: The recording of an NR is irrevocable. You cannot change an NR to a grade for any reason – such as use in a major, for distributive requirements or for graduate school admissions purposes.

IMPORTANT DATES:

Jan 4-10: First week of schedule adjustment.
Jan 6: Deadline to complete check-in without a $50 late fee
Jan 11- 17: Second week of schedule adjustment. *Instructor permission needed*
Jan 16: Martin Luther King Jr. Day - Courses moved to X-Hours
Jan 17: Final day to establish course load
Jan 18: Final day to elect Non-Recording Option (NRO)

Summary of Key Topics In This Email:

- Welcome Back!
- Creating a Schedule
- It's All About Balance
- How to Ask for a Letter of Recommendation
- Be Proactive - Tap into Key Resources!