SCHEDULE ADJUSTMENT TIPS:
First and foremost: NEVER DROP UNTIL AFTER YOU ADD.

On-line add/drop ends at 4:30 p.m. on Monday, January 17. After that, all adds must be done using an add/drop slip with the signature of the faculty member teaching the class.

Every semester students come to us asking what they should do. They’ve dropped the classes they didn’t want but weren’t able to get into the other classes they did want and end up with too few credits. Unfortunately, there’s nothing we can do, so…

Before dropping anything, find the class(es) you want to add and get a signature from the faculty teaching those classes on a Schedule Adjustment (a.k.a. Add/Drop) form available in Academic & Career Advising and the Registrar’s Office. Once it’s signed, take the form to the Registrar’s Office and they will process both your adds and drops.

Only the faculty member teaching the class can override the cap shown in your MyKSC account and not all caps can be overridden due to space restrictions and/or safety reasons. You’ll be most successful adding a class if you have the Schedule Adjustment form correctly and completely filled out and you approach the faculty member in a polite way. The earlier in the week you ask, the better your chances.

Finally, think about why you want to change your schedule. If it’s simply because you want a later class, that isn’t a reason that will sway many faculty. If it’s because you want to change your major, a longer conversation may be needed, so make sure you have time to discuss things with the faculty member you approach.

It never hurts to have a printout of your Program Evaluation or a filled in Program Planning Sheet with you showing the classes you have completed and the ones you want for Spring 2011. Faculty are inundated with requests to add their classes; make sure you give them good reason to say “yes” to you.

Reflection
As we speed through the months, weeks and days, the last thing we incorporate in our lives is a chance to reflect on what has happened and how those past experiences may shape our future endeavors.

I was fortunate to attend a session in Holloway Hall in early December with a group of first-year students focusing on the fall semester. The session was facilitated by RA Scott Rodenhauser who I work with in an advising capacity with the Undecided Parliament housed in Holloway.

We asked students to think about their initial perceptions of what the first semester at Keene State might be and the reality of what the semester has been. We talked about changed relationships with families and friends at home. Students were asked what they wish they had known or heard more about prior to their arrival at KSC. Best experiences and most challenging experiences of the semester were described.

In allowing ourselves time to think about what has happened we can plan for the future to increase the positive experiences and to change the negative ones. We can celebrate who we have become and who we hope to be.

Give yourself the gift of time in the days ahead. Happy New Year!

Pat Halloran
Director, Academic and Career Advising
Elliot Center

Are You in Good Academic Standing?
By now you realize that there are a lot of differences between high school and college. Classes occur at all times of the day and evening. You determine how you spend your time and where you spend it. Assignments are more involved and take longer to complete. You must maintain at least a 2.0 cumulative grade point average (GPA) to remain in good academic standing. That’s a big difference from high school, where students keep attending even if they have poor grades. But it doesn’t work that way in college.

At KSC, students must maintain a 2.0 GPA to stay in good academic standing. However, first semester students with a GPA below 1.0 are immediately suspended from KSC. This means they cannot continue to live on campus, are dropped from their classes and lose their matriculated status. Students with a cumulative GPA below 2.0 are placed on Probation with two semesters to bring their cumulative GPA up to 2.0. If after two semesters of Probation their cumulative GPA is still below 2.0, students will be suspended from KSC. Click here for the full Probation and Suspension Policy.

While this may sound harsh, it’s important to remember there are many resources at Keene State to help students who find themselves in academic difficulty: Faculty members who care deeply about the students, Academic Advisors who can suggest ideas and strategies to improve GPAs, departments such as Aspire, and the Center for Writing and the Math Center which provide tutors for students who need help. For those who are suspended, there are options as well: Take courses at a community college and reapply to Keene State in the future or find a different academic/career path at another college.

The important thing is this: If you find yourself in academic difficulty, seek help. Start at Academic and Career Advising in the Elliot Center. Advisors in ACA are committed to helping you succeed. We believe you have the same goal of success. Let us help you succeed.

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