**Happy September!**

I hope that the first week or so of classes is off to a great start. As the semester gets under way, I wanted to remind you of different contacts within the Office of Student Success and Advising that might be useful to your teaching and advising work.

**ACADEMIC DEANS**

The academic deans are available to support your work as faculty advisors. Each class dean is an essential part of a students’ advising team or advising network. As a reminder, the Office of Academic Deans extension is 2855. Kat Eldred and Marianne Taylor are available to direct your calls or take any detailed and confidential messages for class deans or dean of studies when a dean is not available.

If you are concerned about a student in your course or an advisee, don’t hesitate to contact the appropriate class dean.

- **Kim Parent**, Class Dean for New Students
- **Alison Hopkins**, Class Dean of Sophomores and Juniors
- **Sarah Adelman**, Class Dean for Seniors

**ACCESSABILITY SERVICES**

The office of AccessAbility Services has moved. They are now on the third floor of Mary Lyon Hall. Students registered with the AAS will be in touch with faculty instructors about their approved accommodations. Please do not hesitate to contact the office if you have questions or concerns about a student or about the implementation of an accommodation. accessability-services@mtholyoke.edu, or you can contact an AAS staff member directly.

- **Emily Dean**, Technology Access Coordinator
- **Melissa Ebbeling**, Accommodations Coordinator,
- **Andrea Emmershy**, Office Manager & Note Taking Coordinator
- **Kaitlin Molloy**, Senior Accommodations Coordinator

**FELLOWSHIPS**

Ryan Lewis, our Fellowship Advisor, has moved to the ground level of Mary Lyon. Ryan is busy at work with our students and the faculty committee as students pull together their fellowship applications. Questions about the process or to recommend a students, please don’t hesitate to get in touch with him at x3344

As Dean of Studies and Director of Student Success and Advising, I work closely with the class deans, AccessAbility staff and the Fellowship Advisor. I am available to brainstorm or strategize on a particularly complex advising or teaching concern. I can also assist when there are serious concerns about a student’s well-being, path toward degree completion, reviewing and approving special major proposals, discussing possible academic honor code violations, and responding to questions concerning thesis advising. If you have questions or concerns please don’t hesitate to be in touch. My work also includes the implementation of our Integrated Advising software platform; Anna Fung-Morley, our Business Analyst, is critical in this work. The Integrated Advising software implementation team has been hard at work this summer configuring the software system to meet the campus’ advising needs. We will be hosting an information and feedback gathering session for faculty on Wednesday, September 27 @ 4:15 PM. Don’t worry if you cannot make this time, there will be other opportunities. Please let us know if you are coming!

Best wishes,

Amber
**Textbooks on Reserve**

Some students cannot easily absorb the high cost of textbooks, particularly in the sciences. Using book information on MyMountHolyoke, LITS has proactively purchased and placed on reserve textbooks with a retail cost of $90 or more. If you have desk copies of assigned texts, no matter what their cost, please consider putting them on reserve as well.

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**Plagiarism and the Proper Use of Sources Tutorial**

We are trying to reduce all instances of plagiarism, whether intentional or not. Please refer students in your classes, especially first-years, to the [online tutorial](https://www.mtholyoke.edu/academicdeans/academic-honor-board). It clarifies the range of sources they might use, including online resources, how and when to cite sources, when quotation marks should be used, the various styles of citation, and most importantly, what constitutes plagiarism. There are links to a few excellent tutorials developed at other institutions.

The new Academic Honor Board will review and resolve all cases of academic honor code violations. Please refer to [https://www.mtholyoke.edu/academicdeans/academic-honor-board](https://www.mtholyoke.edu/academicdeans/academic-honor-board) for information on procedures and protocol.

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**Dates to Note**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
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</thead>
<tbody>
<tr>
<td>Last Day to Add Classes</td>
<td>Tuesday, September 19</td>
</tr>
<tr>
<td>International Fair</td>
<td>Tuesday, September 19</td>
</tr>
<tr>
<td>Last Day to Withdraw from a course without “W” notation recorded</td>
<td>Tuesday, September 26</td>
</tr>
<tr>
<td>Rosh Hashanah</td>
<td>Sundown, Wednesday, September 20 - Sundown, Friday, September 22</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>Sundown, Friday September 29 – Sundown, Saturday, September 30</td>
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**Useful Advising Links**

- [Academic Calendar](#)
- [AccessAbility Services](#)
- [Proper Use of Sources](#)
- [Transfer & AP Credit](#)
- [Degree Myths](#)

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**Looking Ahead**

- **Mid-semester Break**
  Saturday—Tuesday, October 8-11
- **Diwali**
  Thursday, October 19
- **LEAP Symposium**
  Friday, October 20
- **Friends and Family Week-end**
  Friday—Sunday October 20-22

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**First-Year Advising**

Thanks so much for your great work in advising our incoming class, and for your help at the Academic Fair. It is helpful to reconnect with your first-year advisees within their first few weeks here.

Much useful information for first-year advising can be found online at [First-Year Guide](#), and on the [Registrar’s web site](#), including information about [AP and transfer credits](#) and myths about degree requirements.

Pre-Health Advising:

Have an advisee interested in Pre-Health? Please encourage that student to sign up for the [Pre-Health Programs email list](#).
ELIGIBILITY REQUIREMENTS FOR UNDERTAKING HONORS WORK

Honors work may be undertaken only by students who enter the senior year with a cumulative 3.00 grade point average in their college work or in their majors. Although students won’t know at the outset of a two-semester-long, 8-credit independent study whether their thesis or project will be recommended for a degree with honor, students and advisors should be aware of this criterion. Departments and programs should use it in deciding whether to admit students to their honors programs. The Academic Administrative Board (AAB), which must approve departmental and program recommendations for degrees with honor, scrutinizes the records of the recommended students. In practice, the AAB has denied recommendations for degrees with honor when students’ GPAs are below 3.00 at the start of the senior year. When a student’s GPA is marginally less than 3.00, a department or program should seek an exception from the AAB via memo providing justification.

A student may undertake honors work in a field other than her major, if approved to do so by the department or major committee concerned and the Dean of Studies. Please be in touch with Amber Douglas, Dean of Studies, if you are supervising the work of a student pursuing honors work outside the major. Any student seeking honors in a special (self-designed) major must also seek pre-approval by contacting Dean Douglas, as the honors committee for special majors must be specially constituted.

STUDY ABROAD UPDATES

Spaces (and Laurel Fellowships) are still available for spring 2018 in these Mount Holyoke programs:

- Globalization, Development, and Environment (Monteverde, Costa Rica)
- Economic Transformation and Business Challenges in China (Shanghai)
- Direct enrollment at Université Paul Valéry (Montpellier, France)

The deadline to apply for this spring is September 30. Qualified students who are accepted are guaranteed Laurel Fellowships (need-based financial aid). These programs are the only ones in spring 2018 for which Laurel Fellowships are still available. All three programs are open to sophomores and juniors. Contact April Stroud, McCulloch Center, if you have any questions.

The annual International Fair will be held on Tuesday, September 19, 5:00-7 PM, in Chapin Auditorium. This event is the best opportunity for students to meet with program and university representatives and learn about a wide range of study abroad opportunities, as well as internships and scholarships/fellowships. The fair is open to all students; we especially encourage sophomores who are beginning to plan for study abroad to attend.