



# Academic Success at 'Berg

Advice from the Dean of Academic Life

## Ask Questions

**We are all here to help you succeed!**

Don't be afraid to reach out when you have questions or when you're having a difficult time. Here are some great places to start:

- **Your Coaching Team**
  - Academic Advisor
  - Career Center Coach
  - College Life Coach
- **Your Professors** - feel free to stop by their office hours to chat

## Take Care of your

## Physical & Mental Health

- Create a sleep routine so you can make sure to get enough sleep (aim for 6-8 hours every night)
- Make time for friends
- Eat healthy meals and drink plenty of water
- Find clubs and activities that bring you joy
- Make time for physical exercise
- Avoid alcohol and other drugs
- Visit the Counseling Center if you'd like to talk with someone about your mental health

## Go to Class & Participate

- Do your best to **attend all of your classes**. Missing even one class can put you behind. If you're sick, definitely keep your germs at home, but be sure to reach out to your professor and classmates to get caught up.
- While in class, **participate fully**. If you get distracted by technology, take handwritten notes (it leads to better learning anyway) and leave your laptop and phone in your bag.

## Turn in Assignments on Time

Your faculty will expect you to turn in all of your work on time.

- **Create a schedule**, including due dates for assignments, and then plan ahead to complete all work on time.
- Even if the work isn't perfect, it's better to **turn it in** and get some credit than to lose all credit. Missing even a few assignments can have a big effect on your grade.

## Communicate Consistently and Professionally

- **Check your 'Berg email**: Important information will be shared regularly through email. You should check your 'Berg email at least once a day to stay on top of key information.
- **Communicate professionally**: (1) Start your emails by addressing the recipient (usually "Dr." or "Professor" for your faculty), (2) use proper grammar, spelling, and punctuation (you are not writing a text), and (3) sign your name at the end of your message.



**Scan for a comprehensive list of  
Academic Success Resources**