

January 18, 2002

Dear Student:

Welcome back to Douglass College! I hope that you had an enjoyable break and you are now ready for a new semester.

I am located at 34 Gibbons Circle, DC and during the first two weeks of the semester my walk-in hours are 9-11 AM and 1-3 PM. Please note that during the first two weeks of the semester I do not make appointments, I work on a first come, first served basis. After the first two weeks I will have walk in hours each week (please call 932-9186 to determine the hours) and, if these are inconvenient, you may call me to set up an appointment.

I have a few general reminders for you. As a full-time student, you must maintain a minimum of 12 credits. If you make any changes to your schedule, please print a copy to verify that the changes went through. **The add/drop deadlines are: January 29, 2002 - the last day to add a course and January 28 - the last day to drop a course without a W.** If you are planning to repeat a course in which you earned a **D** or **F**, be aware that the policy you are governed by depends upon when you entered Douglass College. If you entered Douglass in the fall of 1997 or thereafter you fall under the new guidelines. Please refer to the **D** and **F** policies in the catalog (2001-2003) on pages 202-203.

I encourage you to contact me if I can help in any way and I look forward to working with you. Best wishes for a productive semester.

Sincerely yours,

Prabha K. Trivedi, Ed.D.
Assistant Dean, Academic Services