

Preparing for your first semester at

HOLLINS UNIVERSITY



Supporting all students during their time
on campus.

WELCOME

TO HOLLINS



TABLE OF CONTENTS

- 1** Preparing for the Classroom
- 2** Outside of the Classroom
- 3** Staying Well
- 4** Independent Living
- 5** Getting Around Campus



PREPARING FOR THE CLASSROOM

NOTE-TAKING



Knowing how to take good, efficient notes is a very important skill to have in college. There is not one right way to take notes and it is important to find a style that works best for you. It might take a few times to figure out which [note-taking system](#) will allow you to grasp as much information as possible and retain it for a long period of time.



If you think you need additional support with note-taking, please reach out to [student accessibility services](#) (sas@hollins.edu).

PREPARING FOR THE CLASSROOM

HOW TO STUDY



Studying Efficiently and Effectively

Knowing how to study can greatly increase your success in the classroom. Rereading notes is not going to be enough.

Understanding how to study will help you perform better and in less time.

Resources to Help

- [Studying 101: Studying Smarter Not Harder](#)
- [How To Study Effectively: 12 Secrets For Success](#)

Resources on Campus

Students can [set up an appointment to meet with a tutor in the CLE](#), located on the main floor of the library. Appointments are 30 minutes and free to all students.



PREPARING FOR THE CLASSROOM STAYING ON TRACK



Using a Calendar or Planner

You will not have the same classes every day. Using a calendar, planner, or reminder app will help you to get used to your new schedule and remember important due dates. Make sure to find something that you will look at every day.

Events to Mark on Your Calendar

- Assignment Due Dates
- Tests, Quizzes, Exams
- Appointments
- Office Hours
- Meetings
- Campus Events



PREPARING FOR THE CLASSROOM CHECKING EMAIL



Make it a habit to check your college email regularly, at least once a day or as often as necessary to stay updated on important announcements, assignments, and communications from professors and fellow students.

If you are having difficulty with your email, reach out to [Information Technology \(IT\)](#). Their office is located on the ground floor of Wyndham Robertson Library. You can also reach IT by emailing helpdesk@hollins.edu.

Remember, effective communication is key to your success in college. Using proper email etiquette when communicating with professors and other college staff will help you build positive relationships and ensure your questions and concerns are addressed appropriately.

PREPARING FOR THE CLASSROOM EMAILING PROFESSORS



- **Use a Clear Subject Line:** When sending an email to a professor, use a clear and concise subject line that summarizes the purpose of your email. For example, "Question about Assignment Due Date" or "Request for Office Hours Appointment."
- **Address Properly:** Start your email with a polite salutation. Use "Dear Professor [Last Name]" or "Hello Professor [Last Name]" as a standard form of addressing your professors. Avoid using their first name unless they explicitly encourage it.
- **Be Concise:** Professors receive numerous emails, so get to the point quickly. State the purpose of your email in a clear and concise manner. Avoid unnecessary details or rambling.
- **Use Proper Tone and Language:** Maintain a respectful and professional tone in your email. Avoid using slang, emojis, or informal language. Use proper grammar and punctuation.
- **Include Relevant Information:** If you're inquiring about a specific class or assignment, include relevant information such as the course name, section number, and any relevant due dates or details. This helps professors understand your context.
- **Ask Questions Clearly:** If you have questions, ask them clearly and one at a time. Numbered or bulleted lists can help organize multiple questions.

PREPARING FOR THE CLASSROOM

EMAILING PROFESSORS CONT'D

- **Use Proper Sign-off:** Sign your email with a polite closing, such as "Sincerely" or "Best regards," followed by your full name.
- **Check for Errors:** Before hitting send, proofread your email for spelling and grammatical errors. It's essential to present yourself as professional and attentive to detail.
- **Attachments and Formatting:** If you need to send attachments, ensure they are properly labeled and relevant to the email's content. Mention any attachments in the body of the email.

Respect Response Time: Professors may not always reply immediately. Allow them a reasonable amount of time to respond before following up, usually a few business days.

Follow Up Respectfully: If you haven't received a response after a reasonable time, you can send a polite follow-up email. Express your understanding of their busy schedule and restate your question or concern.

OUTSIDE OF THE CLASSROOM

THINGS TO DO



College life can be incredibly demanding, with academic pressures, deadlines, and social expectations. Relaxation allows you to reduce stress, which is crucial for your mental and physical well-being. High levels of stress can lead to burnout, anxiety, and even depression.

[Hollins Activity Board \(HAB\)](#) regularly hosts events to help students unwind. You can learn about the events through weekly emails and by checking My.Hollins each day.

Joining a student club on campus is a great way to connect with your peers.

The [Hollins Outdoor Program \(HOP\)](#) is another way to get outdoors and build a sense of community here on campus. [Upcoming events](#) are always posted.

Relaxation is crucial for students to manage stress and maintain their overall well-being.

STAYING WELL



HEALTH AND COUNSELING SERVICES

[Health and Counseling Services](#) is located in the basement of Turner Hall. Office hours are Monday through Thursday 8am to 4:30pm and Friday 8am to 2pm. Counseling offers evening hours on Thursday from 4:30-7:30.

All students who live on campus have access to Health and Counseling Services. Commuter students also have access upon completing their health paperwork.

Students with physical health concerns can make an appointment with our Nurse Practitioner. We treat acute and chronic conditions and can perform lab testing including flu, COVID, strep and mono. We also perform gynecological exams. There is no limit to the number of visits per year with our Nurse Practitioner.

Students with mental health concerns can see one of our counselors. Each student is entitled to 20 counseling visits per year. Students who need to see a psychiatrist will be referred by a counselor and will be able to see a psychiatrist on campus. Students may also meet with our well-being coach on Fridays 1-5pm and every 3rd Saturday 11am-3pm.



To make an appointment, please email hcs@hollins.edu, call **540-362-6444** or use the QR code to request an appointment.

INDEPENDENT LIVING



LIVING WITH ROOMMATES

Living with roommates in a university residence hall can be an exciting but challenging experience. It's important to establish a positive living environment from the beginning to ensure a harmonious and productive living arrangement. Housing and Residence Life facilitates roommate agreements at the beginning of the year.

1. Communicate openly:

- Start by having an open and honest conversation with your roommates. Discuss expectations, boundaries, and preferences regarding quiet hours, study times, cleanliness, and guests.

2. Set ground rules:

- Create a set of agreed-upon rules for the residence hall room, such as cleaning schedules, borrowing items, and noise levels. Having clear guidelines can prevent conflicts later on.

3. Respect personal space:

- Be mindful of your roommates' personal space and privacy. Avoid borrowing or using their belongings without permission.

4. Manage noise and quiet hours:

- Respect quiet hours, especially during study or sleep times. Use headphones when listening to music or watching videos, and be considerate of noise levels.

5. Discuss guests and visitors:

- Agree on a policy regarding guests and visitors in your room. Establish guidelines for overnight guests and how often they are welcome.

INDEPENDENT LIVING

LIVING WITH ROOMMATES CONT'D

6. Share responsibilities:

- Divide chores and responsibilities fairly among roommates. This can include tasks like taking out the trash, buying common supplies, and keeping the room organized.

7. Be considerate:

- Show consideration for your roommates' schedules and needs. If you know they have an early class or need to study, try to keep noise to a minimum during those times.

8. Resolve conflicts constructively:

- Conflicts may arise, but it's important to address them calmly and constructively. Use open communication to find solutions that work for everyone.

9. Be flexible and adaptable:

- Recognize that living with roommates may require compromise. Be open to adapting your habits and routines to accommodate the needs and preferences of your roommates.

10. Seek support:

- If you encounter persistent issues that you can't resolve on your own, don't hesitate to seek assistance from your resident assistant or the [Housing & Residence Life office](#).

11. Respect diversity:

- Keep in mind that your roommates may come from diverse backgrounds and have different beliefs and lifestyles. Embrace and respect these differences to create an inclusive living environment.

INDEPENDENT LIVING

LIVING WITH ROOMMATES CONT'D

Remember that successful roommate relationships often require ongoing communication and compromise. By following these tips and maintaining a respectful and considerate attitude, you can create a positive and enjoyable living environment in your university dorm.

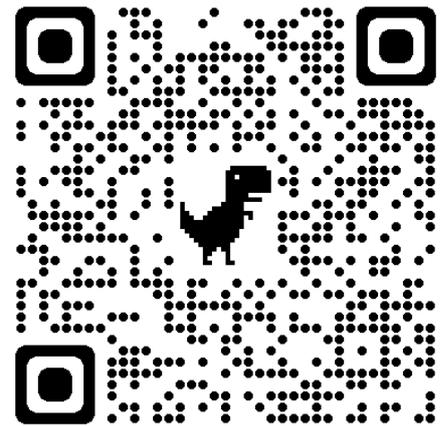


INDEPENDENT LIVING

IF SOMETHING BREAKS



If something is not working in your dorm room, please be sure to make a maintenance request. Your request will go to facilities and you will hear from them shortly after to schedule a time for them to come.



INDEPENDENT LIVING LAUNDRY



Learning to do your own laundry will be an important part of living on campus. Eventually you will run out of clothes, and it will be time to do laundry.

There are several laundry stations set up across campus. You will use your student ID to swipe in to access the washers and dryers. Students will need to bring their own detergent when doing laundry.

Make sure to zip up all of your zippers and empty your pockets before tossing in a load.



INDEPENDENT LIVING DINING



Hollins and culinary partner Meriwether Godsey team together to provide all of Hollins' dining and catering services.

PLACES TO DINE ON CAMPUS:

- Moody Dining Hall
- The HUB
- Greenberry's Coffee (locations in Moody and WRL)

Students can find more information about daily offerings on the [dining services site](#).



Students with specific dietary needs are encouraged to [notify dining services](#).

INDEPENDENT LIVING

COMMUTERS



Commuter students are welcome to [purchase a meal plan through dining services.](#)

Commuter students are also welcome to spend their free time on campus in any of the lounge spaces in classroom buildings or in the Moody Center. In the Lower Level of Moody students can find the RAT, SGA Office, as well as the Commuter Lounge. All offer seating options for students when the building is open.

INDEPENDENT LIVING

COMMUNITY



The office of Diversity, Equity, Inclusion and Belonging is charged with helping to create an inclusive community and works closely with faculty, staff and students.

The Diversity, Equity, Inclusion and Belonging office is housed in the Wyndham Roberston Library in office #308.

Dina Hackley-Hunt serves as the executive director. For more information, please email hackleyhunt@hollins.edu or call 540 362-6603.

GETTING AROUND CAMPUS HOLLINS SHUTTLE



The Hollins Shuttle is operated by Ride Source. It runs throughout the fall to spring academic year.

All Hollins students are welcome to use the shuttle at no cost. Students board the shuttle at the Moody plaza. The **hours are updated and posted each semester**. More information can be found on the hollinssao account on Instagram.

Students can **track the shuttle** when in operation. The shuttle visits stores as well as downtown Roanoke.

