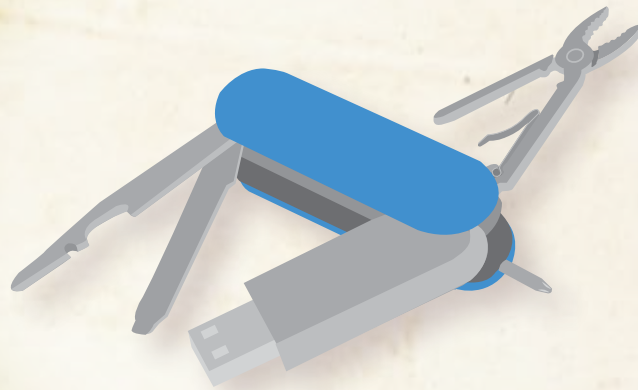



THE
FIRST YEAR
SURVIVAL GUIDE

**YOUR DIGITAL COMPANION
FOR SUCCESS**



STUDENT AFFAIRS

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Welcome to Your New Home

Community Living

- Meet your neighbors right away and respect everyone you meet (you will have friends for the entire year). Take serious note of every detail in your suite when filling out your room condition form before settling in.
- Pack only what you need. Odds are, you will still have too much stuff.
- Bring lots of hangers! The dresser drawers are never big enough.
- Decorate your suite for the holidays—it breaks up the monotony.
- Bring an extra blanket and fan (the weather is unpredictable, and you and your suitemate may have different comfort levels).
- Treat your residence life staff as resources, NOT a police system.
- Bring picture frames and a plant (this adds decoration, life, & comfort).
- Make your room comfortable; you'll feel more at home this way.
- Bring a dry erase board. It's a great way to communicate on the go.



Dealing with Suitemates/Roommates

- Communicate often and do it well! Ask your residence life staff if you need tips on communicating with your suitemate(s).
- DO NOT leave roommates notes, texts or tweets concerning issues. Talk to them face to face! It is easy to have misunderstandings through written/typed messages.
- If you have a problem (even if it is small as a pair of socks on the floor) voice it quickly; otherwise tension will build and affect your relationship.
- Don't expect to be best friends with your suitemate(s). It's alright to just get along.
- Ai is a small campus; anything you say about your suitemate behind his or her back will more than likely get back to him or her. If you have concerns with your suitemate go directly to them.
- Expect to have some disagreements; confront the problem immediately so the issue can be resolved.
- If you have made the effort to resolve your issues and are not able to make amends, you can make a suitemate contract with the help of your RA. You can also schedule a suitemate mediation meeting.
- Call suitemate(s) before you come to school—it will help to hear a familiar voice on the first day and will solve the problem of having two of everything.
- Within the first couple of days, talk about personal pet peeves before any one commits them.
- Decide during the first week of school how you will deal with issues such as overnight guests, sleep schedules, cleaning the apartment, etc. This will eliminate confusion later on in the school year.



Don't Get Into Hot Water

The Laundry Basics

- Do laundry during the week, early morning, or late at night. Don't let your laundry pile up.
- Bring fabric softener. No one enjoys static cling.
- Consider bringing laundry detergent tabs instead of powder or liquid. They are smaller, lighter, easier to carry, and come in single-load-use packages so you don't waste anything.
- Never mix colors when doing the laundry.
- Make 3 piles: whites, mediums, darks.
- When in doubt, use cold water.
- Learn how to do laundry before you arrive on campus, and if you're already here, ask someone how to do it before you turn all of your clothing pink (don't be that person; this happens every year).
- Don't change your clothes five times throughout the day; your laundry load will build up fast.
- The most important rule of thumb to remember: **DO NOT**, under any circumstance, overload the washer with your clothing. Many try to save time by cramming it all into one load. This will literally cause the machine to smoke up and burn out. Not only will your cycle not finish, but there will be one less machine to use (and you could end up being responsible for the cost of the repairs).



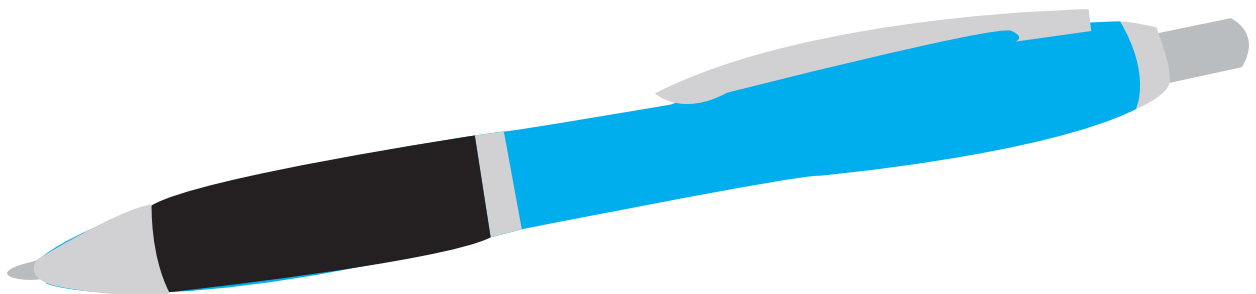
The ABC's of Academic Success

- Tutoring is for every one; even the most intelligent students need help in some areas. Don't be afraid to ask for help. The Academic Achievement Center has tutors available for all programs.
- Be sure to buy ALL the books required for your classes. Oh, and read them, too!
- Buy used books—not only are they cheaper, but important facts may already be highlighted.
- Keep up with reading assignments—don't fall behind.
- Learn the syllabus for each class—the syllabus is your map for the class so keep it handy.
- Go to class every day.
- Get to class early; it will make you more focused.
- Dropping a class should be a last resort, after you have tried every other resource: academic achievement center, and time management workshops.
- Look at the dates of exams—especially before scheduling plane tickets.
- Sit in the front rows of your classes—it will help you pay attention more effectively.
- Have someone look over your work before you turn it in. It can be easy to overlook the obvious.
- Learn how to take good notes. It is one of the keys to receiving good grades.
- Have a calculator and know how to use it.
- Schedule your classes at times when you are alert and prepared to learn but also be aware that some quarters there may be a class you need to take either early morning or late afternoon.
- When dropping a class, remember to appropriately WITHDRAW from the class in the Registrar's office.
- Unless you are extremely sick or have some other emergency, there is no excuse for missing class. This could result in low or even failing grades.
- School should be high on your priority list. You have made a significant investment of time and money in your education, get the most out of it.
- Know where to find the Learning Resource Center (LRC) and know how to use it. You should spend a lot of time there! Know what facilities are available to assist you (i.e., computer labs, journals, multimedia, inter-library loan arrangements, etc.).



ABC's Continued...

- Don't ask an instructor, "What is it you want?" on an assignment. Instead ask, "How can I do an excellent job?"
- Various kinds of tests will be given in different courses. Make sure you check with your instructor about the kinds of tests they plan to give (objective vs. essay, unit tests vs a comprehensive final).
- To be considered a full-time student, you must be enrolled in at least 12 credit hours for the quarter. This is important if you need to have full-time status for financial aid qualifications or insurance. Don't sell back the books in your major—you will refer to them in other classes and in your career.
- Bring note cards for studying—they make good, quick reference items. Have a good dictionary and thesaurus and use them often. If you cannot attend class, call or e-mail the instructor. They'll appreciate your effort—calling your advisor is not an adequate substitute for calling your instructor.
- Outlines make writing papers easier. Come up with all the ideas of the paper in the outline then fill in the details when you actually write the paper. This way, you aren't staring at a computer screen trying to determine what to write for hours on end.
- Use your student handbook to keep track of: homework assignments, exams and meetings. It really helps you stay on track and organized.
- When printing out your papers or assignments, use quality paper, keep your work neat—no matter how insignificant it may seem, it will have an impact on your grade as well as set you apart from the rest of the class.
- When using campus computers, save your work on the program drives. This will allow you to access your document from any campus computer (remember to ALWAYS have a back-up of your work. REMEMBER! The network drives can be accessed by everyone and files can be altered or even deleted.
- Selected computer labs are open:
 - 7am-11pm Monday-Friday
 - 9am-5pm Saturdays
 - 9am-4pm on Sundays



ABC's Continued Further...

- If it is too loud where you live to study, find a quiet place in the Learning Resource Center to get your work done. Do not study in bed as poor sleep habits can develop.
- Don't be afraid to ask someone you don't know for help. Never think you'll get away with academic dishonesty. Have instructors read your papers before turning them in.
- Have a phone number for a classmate from each class.
- Make friends with other students in your classes, if you miss a class you have someone to get notes from.
- Swap textbooks with friends. A lot of people hold onto the books in their majors and may be willing to swap, or sell their textbooks.
- Hold study sessions with your classmates before exams. You'll make a lot of friends, have fun, and be prepared for the test.
- Buy an erasable highlighter. You can get them at Target or Wal-Mart. They are really handy for highlighting books because it doesn't decrease the value as a result if you erase it.
- Take turns proofreading friends' papers.
- STUDY A LOT!
- If you have special needs of any kind, let your advisor know right away. They can help you set an appointment with Support Services (Pence 209). If you cannot attend class, call or e-mail the instructor. They'll appreciate your effort—calling your advisor is not an adequate substitute for calling your instructor.



Your Educated Buddies

Faculty & Staff

- Visit your academic advisor early in your first quarter, he or she can be a lot of help.
- Instructors office hours are actually the hours that they will be in their office with the door open to offer any assistance that is needed. Don't be afraid to go and talk to your instructors. That is what they are here for, and they like to hear from you.
- Be five minutes early when you are meeting with an instructor—it shows that you care.
- Talk to your instructors throughout the quarter—don't be a face in the crowd.
- Talk to your instructor before each test or exam—even if you know the material, they might tell you exactly what is going to be on it.
- Never misspell the instructor's name. Nothing signals lazy ineptitude to the instructor as much as when a student can't even get his/her name correctly spelled.
- DO NOT address an instructor by his or her first name unless you are invited to do so.
- Plan your work, then work your plan.
- If you are having trouble coming up with a topic for a paper or project, schedule a meeting with your instructor to talk about it. They are great about helping come up with ideas and often will have papers or projects from former students that you can reference.
- Memorize your student ID number. You will use it every time you do something official with the college.
- Get to know your instructors—believe it or not they're people too. They'll teach you a lot OUT of class, and can also be great references down the road.



Student Code of Conduct

Handling Diversity

Remember that tolerance is only the first step toward acceptance, which is the ultimate goal of being a diverse individual. Ai Minnesota promotes learning and the development of integrated, whole persons. Students may expect that the institution and all its members will treat them as adults and as full participants in the educational process. Ai Minnesota strives to be a community characterized as thinking, caring, inclusive and active. Such a community requires that its members, having made the choice to join the community, strive themselves in enhancing the community. These ideals require that we have explicit, clear and high expectations for one another. The expectations are as follows:

- Take responsibility for your own learning and personal development.
- Challenge each other to develop intellectually and ethically.
- Practice personal and academic integrity.
- Consider and seek to understand different ideas and viewpoints.
- Conduct ourselves with dignity and civility in all our interactions with one another.
- Care about others' welfare and seek to be responsive to their needs.
- Strive to keep one another safe from physical and emotional harm.
- Respect the dignity and worth of all persons.
- Celebrate human differences in their many forms.
- Confront bigotry with caring and without compromise.
- Respect the rights and property of others.
- Take responsibility for your actions, bear the consequences of those actions and learn from them, while challenging others to do the same.
- Be aware of changes in relationships throughout the year.
- Attend the various multicultural events on campus.
- Embrace conflict. Argue with another student (substitute faculty or staff member if you wish) about an idea, but take time to understand his or her position first. It's not only respectful and educational, but understanding the opposing argument makes it easier to understand your own views.
- Everyone in college is different—learn from those differences.



We're All Adults (Most of Us)

How to Be Responsible

- Be responsible for your own actions
- Be honest with yourself—if you need help with anything, tell someone.
- Treat everything and everyone on campus with respect.
- Read your student handbook and catalog, including the Student Code of Conduct. “I didn’t know” is not a good excuse.
- It’s important to keep track of your wallet (money, credit cards, student ID) and keys at all times.
- Buy an alarm clock that has a battery back up—power always seems to go out in the middle of the night.
- Set your clock 5 to 10 minutes fast. It will help you get to class on time.
- Budget the money that you made over the year for each quarter— you will spend it faster than you earned it.
- Pay your bills on time— paying a ten dollar late fee for a nine dollar bill is not acceptable.
- Don’t procrastinate and respond to your emails as soon as you get them—this will keep you on the ball.
- Remember. YOU are responsible for your decisions and the outcomes of those choices.



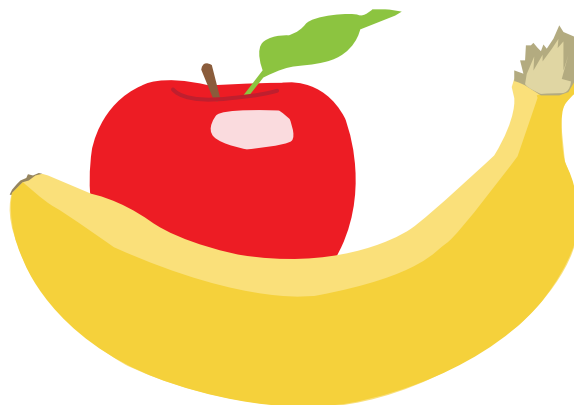
Technology Questions & Concerns

- For the easiest access to your campus email, use the AIM resource page (<http://aim.aiiresources.com>) and click on the My Ai Campus banner.
- If you need information about any of the technology in the labs, go to the E-cage on the second floor (Lasalle).
- **SAVE YOUR WORK IN 3 PLACES!** You can save your files on the school network drives, but be sure to have them saved on your computer at home, a USB drive, or an external hard drive also. Talk to your instructor, TA, or tutor for any questions.
- Be sure to find answers to all of your technology and computer questions as soon as you can. Knowing everything about the technology on campus will definitely help you.
- Buy a protective case for all of your disks, portable hard drives, and computer-related software—it may save your life when it comes to losing lengthy projects because of a soda spill.
- Ask people around you for computer help.
- Online messaging is a great way to stay in contact with friends, but it can be a huge distraction also. Use it wisely!



Staying Healthy

- Don't skip meals and always eat a variety of healthy foods.
- Don't take up smoking and if you already smoke, quit now, while you can!
- Common sense goes far in taking care of minor medical problems. You'll be surprised at how much competent self-care you can do on your own.
- If you're not from Minnesota, bring your winter coat in August and don't take it home until the end of the school year, or until June. If you travel home during this time, please remember to bring it back with you as you never know when you may need it.
- Get plenty of sleep. You won't be able to focus if you are tired all the time!
- Exercise in some form is great for your health—using the stairs is a good start.
- Practice safe sex. That means using condoms and other types of birth control or abstinence.
- Bring packages of soup—they're cheap and they taste great when you are sick.
- Don't skip breakfast. Not only is it tasty, it also keeps you alert in the classroom.
- Bring cold medicines.
- Get a flu shot.
- Manage stress—too much can interfere with your normal activities and contribute to many medical problems, including anxiety and depression.
- Organize your time: study, friends, exercise, relaxation, activities and sleep—write in a planner and keep to your plan.
- Know your own limits and stick to them.
- Take short study breaks and power naps for a boost of energy.
- Bring a few pictures from home to put in your room to help create a relaxing environment.
- Join an activity or organization—it's a great way to reduce loneliness.
- Remember to breathe! Taking deep breaths regularly improves mental functioning.
- Utilize Support Services (Pence 209) if you need someone to help you problem-solve.



Cooking Basics

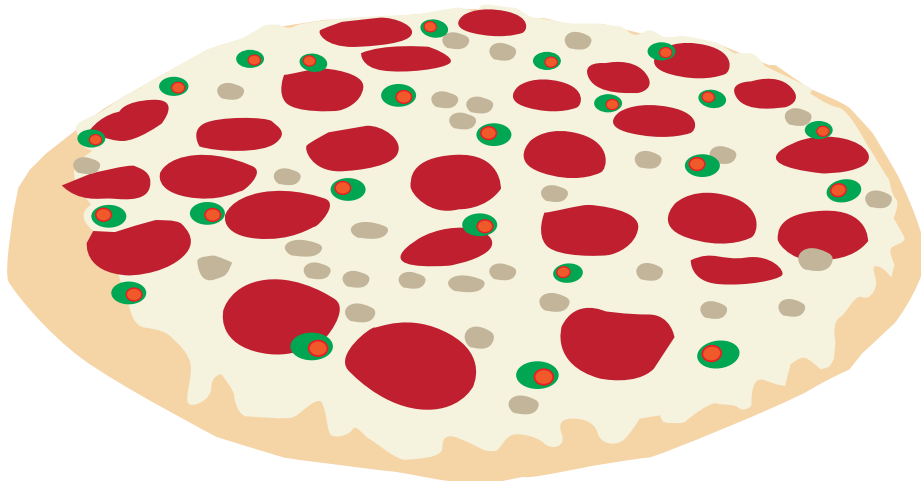
- DO NOT bake cake or cookie batter in the microwave.
- If you burn your food, run the vent fan to help diffuse the air. DO NOT open the hallway doors! This may set off the alarms for the entire building.
- Clean your dishes immediately after using them. Not only will this eliminate difficult-to-remove crusty residue, it will also reduce conflicts with roommates (believe it or not, many resent large piles of dirty dishes in a sink).
- DO NOT use dish soap in the dishwasher, you will have a kitchen full of soap suds and a spendy repair bill.



Just like at home

Food

- The Gourmet Gallery is open Mon-Wed from 11am-1pm for lunch and students get a 15% discount with their school student ID.
- There are vending machines located in both student lounges in LaSalle and Pence. There are also machines on the first and second floor of LaSalle, and on the first floor of Pence.
- Microwaves are located near the vending machines in both student lounges and the first floor of LaSalle for community use.
- Make sure to walk throughout the skyways to find the good places to eat. There are tons down Nicolett Avenue as well. This area is even know as “Eat Street”.
- Be sure to bring paper plates, plastic silverware, and napkins if you pack a lunch. It is also your responsibility to clean up any mess you make!
- D. Brians has great sandwiches, Andrea’s pizza has excellent pizza, Jamba Juice is a great place for a fruit smoothie and there are a variety of coffee shops in the city. St. Thomas Cafeteria (cash only) has a variety of food that is cheap—it is a great place to escape to if you need a break from school.
- Easy Mac is a great inexpensive and quick way to eat. Just be sure that you have lots of plastic, silverware, and bowls.
- Little Caesar’s has \$5 pizzas on hand to pick up, while Papa John’s and Dominos have specials year-round.
- Bring a can opener. You will most likely need one at some point during the year and no one ever has one!
- Student Affairs (Pence 209) maintains an on-site food shelf, providing nonperishable food items and miscellaneous hygiene products for student needs.



Safety Is the Key

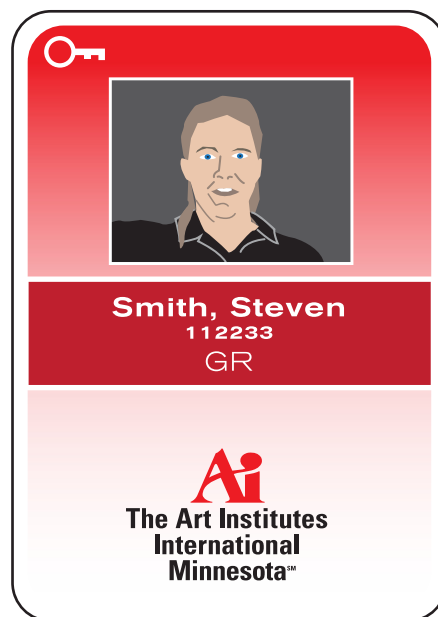
- Campus Security is located at the first floor entrance of both LaSalle and Pence.
- There is a security guard on duty during all hours of operation for all of your safety needs.
- You can reach Campus Security by calling: ext. 5555 (LaSalle) or 7580 (Pence)
- Stay in well-lit and most populated areas of the city.
- When walking to your destination, get your keys out and ready prior to arriving.
- Lock your apartment and bedroom door even if you're just going down the hall—theft only takes a minute.
- Never drive after you have been drinking and don't ride with someone who has been drinking! It's not worth your life or the lives of others to ever drink and drive. Always be aware of your surroundings— you never know who may be lurking in the shadows.
- Walk in groups and never alone, especially at night.
- When at social gatherings, never leave your drink unattended. It only takes a few seconds for someone to slip something into your drink.



Ai Minnesota

Where to Find What You Need

- If you have any questions about classes or your scheduling, contact your Academic Director, in room 341, or Academic Advisor in room 316.
- How about some internship information, resume information or job placement? If you need these services stop by Career Services (LaSalle 002).
- Financial aid questions can be answered by the Student Financial Services located on the second floor (LaSalle 222).
- What to bring for student housing? Call the Residence Life Office at 612-656-6835.
- If you need a new student I.D. you will need to go to accounting first to pay the \$15 replacement fee before you can get it from the Cage. Both locations are on 2nd floor in LaSalle building.
- If you have questions about the student organizations, stop by the Student Affairs office (Pence 209).
- If you are interested in talking to a counselor, stop by Pence 209 to schedule an appointment or call 612-656-6866. It's Free!
- The bookstore has school supplies, munchies and Ai Minnesota stuff and is located on the lower level (LaSalle).



Get Involved!

Organizations and Groups

- Get involved somehow— there are clubs, groups, and activities. There's literally something for everyone.
- Join an organization! You will: make friends, build your resume, and have a great time while making a difference.
- Go to meetings and figure out what you want to do; don't be afraid to try out several things.
- Watch for event postings on the Ai student information boards, they are filled with information.
- Beware of getting TOO involved—too many commitments can lead to stress and unfinished obligations.
- Check with Student Affairs (Pence 209) for a listing of active organizations on campus.
- Get an on-campus or off campus job. This shows future employers you were motivated and work oriented while in college.
- Volunteer your time for the community.
- Attend various art exhibits throughout the cities. Art is inspirational on many levels.
- Get involved with activities that mean something to you. It will make it so much more worthwhile in the long run.
- College will be more fun if you get involved.

Finding Your Niche

Ai Minnesota College Community

- The Student Lounge is a great place to hang out.
- There is a Student Lounge in the LaSalle building as well as the Pence building. Use them to meet other students and get together.
- Communicate with everyone on campus more than you think you need to.
- Be aware that college does NOT resemble anything that you may have experienced or seen in the media.
- With that in mind, take it upon yourself to make your college experience whatever you would like it to be.
- Create a family for yourself here consisting of students, faculty, and staff—it will make your experience so much more rewarding.
- Don't feel that the day (or week or month) that you get to college you need to meet your future spouse/partner.
- Get to know people on a friendly basis rather than jumping into a relationship at this stressful time.
- Make as many friends as you can—it will connect you to all sorts of resources.
- Study with friends—it's more fun than being alone.
- Have a good attitude about all of the people you live with, because they could be lifelong friends of yours in the future.
- Make sure you have at least one friend in all of your classes. If you don't have a friend in a certain class, make a new one!
- If you're lonely, contact Student Affairs and they can help you find stuff to do.
- Smile and say "hi" to others when walking around the building—it brightens everyone's day.
- Invite people to go out for lunch—everyone needs to get away from campus every now and then.

Home, Sweet Home

- Don't go home every weekend, the best way to enjoy college is to be here and experience every minute that you can.
- Everyone feels homesick, so don't feel alone—talk to other first year students or Student Affairs.
- Have extra greeting cards around to send to friends and relatives for special occasions.
- Call your parents often; they love to hear from you. Tell them about all the fun stuff you are learning.
- Have an address book—keep in touch with old friends and relatives.
- Have your parents visit—they like seeing where you go to school.
- Have a family picture, and keep it on your desk—you will always appreciate it when you are feeling home sick or lonely.
- Don't ask your parents for money, if you can avoid it. This is a great time to start becoming more financially independent.
- Write your grandparents—it doesn't take long and they will greatly appreciate hearing from you.



What Do You Mean 'There's Nothing To Do' Entertainment

- Don't believe the popular saying, "there's nothing to do". There is almost always an event going on; you simply need to be aware of it.
- Student Affairs offers many activities to do both on and off campus. Movie nights, awareness weeks, tickets to the state fair, theatre, sporting events, and sometimes even special screening movie passes. Get involved and check it out!
- Pay attention to all of the fliers and posters on campus, and check the Ai student information boards and TV screens for more information.
- Don't be afraid to ask what is going on or say "hey" to people, most people on this campus are extremely friendly.
- Go to every activity on campus that you can and take friends.
- Get involved with things that interests you—it will make your experiences that much richer.
- Go on dates—don't just go to parties.
- Minneapolis has a lot to do. Check things out for something new to do!



Some things to Consider . . .

- Learn names—people like that.
- Don't spend too many hours watching TV or playing video games. College is a great opportunity to start developing a positive work/life balance.
- If something isn't working for you, do something to change it.
- Make your own way. "Going along with the crowd" on practically everything except leaving a burning building is highly over-rated.
- Using good sense and taking risks are not exclusive or contradictory concepts.
- Always keep stamps around—it's not always easy to find one when you need it.
- Bring a camera with you—college is one of the best times in your life and it is nice to have something to look back at after you've graduated.
- Create some type of filing system for your papers—it will help you stay organized.
- Write letters—it's a good way to ensure returning mail.
- Don't expect mail everyday.
- Have at least one dressy outfit—there's always an unexpected social event or job interview and it's nice to be prepared.
- Mark all of your CD's, DVDs, and games with your initials or some type of symbol—things always get switched around, and this will help avoid confusion.
- Treat your first quarter like it's your last and your last quarter like it's your first.
- Put together or buy some type of first aid kit. Bring rubber bands and paper clips—you never seem to have them when you need them.
- Keep an open mind—anything is possible. Bring stick-up note pads—they are great for leaving messages.
- First impressions last a lifetime!
- Bring a raincoat.
- Get as much interview experience as possible. Career Services provides numerous opportunities for mock interviews. Your future may depend upon it.
- Have a lot of erasable highlighters.
- Have a sturdy backpack. Textbooks can get heavy!
- Take a nice picture for your student I.D. Everyone will see it and you'll have it for years.
- Bring a coffee mug, but don't get carried away with too much caffeine.

More things to Consider...

- Don't give up your hobbies—share them with others.
- Have a good stapler and hide it in your drawer.
- Bring microwave popcorn.
- Have a sewing kit and know how to use it.
- Go on a road trip with a bunch of friends—it's nice to get away sometimes.
- Bring two toothbrushes and lots of toothpaste. Mouthwash never hurts, either.
- Start fresh—be who you want to be. No one knows who you are and the only expectations are the ones that you put on yourself!
- Your happiness does not necessarily depend on the school, but on yourself.
- Use all of the resources that you possibly can, you're paying for them.
- If possible, help pay for your college education—it will have more value to you and you will work harder because of it.
- Bring a book to read for enjoyment. Make sure to make time to read it.
- College is very different from high school. In college you're on your own. You have complete freedom to become successful in your life—or you can fail out, all by yourself. For better or for worse, in college and life, it's all up to you.
- Treat custodians and staff with great respect. They all have a hard jobs.
- Parties, drinking, and late hours will take a toll on your body no matter how young and healthy you are.
- Education is not entertainment. Sometimes education is fun and exciting, but a lot of the time it is not. That's what weekends are for.
- People at Ai Minnesota want to see you succeed— don't be afraid to ask for help.
- Bring a three hole punch—students always want to borrow one.
- If you need tools for anything, ask around—Most people have some kind of tool kit in their apartment and will be willing to lend it to you.
- Be careful when you're carrying around your supply kit —you don't want to hit anyone.
- Use the Academic Achievement Center if you are struggling in classes.
- Remember your bus route—if you forget Student Affairs has bus route information.
- Have Fun!!!

Twin Cities Resources

- EVENTS THROUGHOUT MINNESOTA:
 - www.exploreminnesota.com
- EVERYTHING YOU WANT TO KNOW ABOUT THE CITY:
 - www.citypages.com
- ST. PAUL RESOURCES:
 - www.ilovestpaul.com
- EVENTS IN MINNEAPOLIS:
 - www.minneapolis.org
- MINNESOTA TWINS:
 - <http://minnesota.twins.mlb.com>
- MINNESOTA VIKINGS:
 - www.vikings.com
- MINNESOTA TIMBERWOLVES:
 - <http://www.nba.com/timberwolves/>
- MINNESOTA WILD:
 - www.wild.com
- HENNEPIN THEATRE TRUST:
 - www.hennepintheatredistrict.org
- CONCERT TICKETS:
 - www.ticketmaster.com
- ORDWAY CENTER FOR THE PERFORMING ARTS:
 - www.ordway.org

The Arts Institutes International Minnesota

Administrative Offices

- Academic Achievement Center.....rm 320
- Academic Advisors.....rm 316
- Academic Directors.....rm 341
- Academic Programs.....rm 341
- Accounting.....rm 239
- Admissions.....Front Desk
- Administration Office.....rm 333
- Cagerm 230
- Career Service.....rm 002
- Disability Services/Support Services.....209 Pence
- Culinary.....rm 402
- Human Resources.....rm 322
- Libraryrm 240
- Print Services.....rm 001
- Registrar.....rm 203
- Student Affairs.....209 Pence
- Student Financial Services.....rm 222
- Student Housing.....209 Pence
- Supply Store.....rm 001
- Technology.....rm 006

- WEB ADDRESS:
• <http://www.artinstitutes.edu/minneapolis/>

- TOLL FREE NUMBER:
• 1-800-777-3643

- COMPUTER HELP DESK:
• 612-656-6886

 **The Art Institutes International MinnesotaSM**

15 South 9th Street
Minneapolis, MN 55402-3137