



HOBART AND WILLIAM SMITH OFFICE OF THE DEANS



WHO ARE THE DEANS?



Kelly Payne
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**OFFICE OF THE HOBART
AND WILLIAM SMITH DEANS**
Smith Hall, First Floor

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Weekday Office Hours: 8:30 a.m. – 5 p.m.

HOW DO DEANS CONNECT WITH YOUR STUDENT?

Deans engage with students in so many ways!

- We answer questions about **academic plans**, such as:
 - which courses align with students' intellectual and career goals,
 - what classes would be best for meeting a specific requirement,
 - and how students can stay on track in their interest areas to work towards a major/minor.
- We link students to **services on campus** to address academic, health, and learning needs.
- We help students **communicate** with faculty and other staff on campus.
- We assist students in managing **difficult situations** that may impact their academics.
- We work with students and their faculty advisor on course **scheduling** until they declare a major, and then we help them with that process.
- We **connect** with students when they need advice or assistance for a class they find challenging or if they are excited to go further with exploring their goals and aspirations.
- And we love to help students **dream** about and **plan** for their future, such as study abroad, research opportunities, internship ideas, graduate schools, honor societies, and more.
- We also **celebrate** students at our **annual events**: Convocation, Blackwell-Hale Academic Achievement Awards, and Moving Up Day!

HOW DO DEANS CONNECT WITH PARENTS/GUARDIANS?

- Deans serve as the **FERPA designee** to facilitate all communication with faculty and other staff on campus.
- Deans communicate with parents/guardians about **deadlines and events** through the **Parents' Office**.
- Deans occasionally meet with parents/guardians and their student around an **issue or concern**.
- Deans share **advice and guidance** about what parents/guardians can do to support their student.
- **One word of Dean advice:** please check the HWS Academic Calendar and Final Exam schedule before making plans for your student to return home at the end of term!