Keck Graduate Institute
Reorientation

September 2021
Welcome & Updates

Dean Zdanowicz
Student Affairs Updates

Dean Martinez
Student Affairs Team

Cynthia Martinez  
Dean of Students
and Interim Title IX Coordinator

Angela Cossey  
Senior Director of Career Services

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Associate Director of Career Services

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Director of Academic Support Services

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Student Affairs Coordinator

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Administrative Assistant
## Division of Student Affairs

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*Examples of support topics include: Citation Revision | Exam Review | Paper Review | Pre-writing and Brainstorming | Studying Strategies
Student Affairs
Communication & Location

- Location: 517 near KGI Cafe
- Weekly Newsletter
  - A weekly newsletter is sent out to all students every Monday.
- Email
  - Please email us at student_affairs@kgi.edu.
- Slack
  - To instantly reach the Division of Student Affairs team on Monday-Friday from 8 a.m.-5 p.m. PST, please join the kgistudentaffairs.slack.com Student Affairs Workspace.
- Website
  - For more information please visit our website: https://www.kgi.edu/student-life/student-affairs/overview/
Helpful Resources

- Printing on Campus
  - Three printers on campus and also at The Claremont Colleges Library
- ID Cards Required
  - Please carry with you at all times
- Frequently Used Forms
  - Events, flyers, room reservations, and more!
- Parking Permits $50 per semester
  - You must register your vehicle at:
    http://vehcite.cuc.claremont.edu/vehcite/login.asp
- KGI Events Calendar
Title IX & Campus Safety

Interim Title IX Coordinator
What types of conduct are prohibited under KGI’s Policy?

Sexual Harassment
Gender Based Harassment
Sexual Assault
Intimate Partner Violence
Stalking
Sexual Exploitation
Discrimination
What support services are available?

Monsour Counseling .......... 909-621-8202
McAlister Center Chaplains .... 909-621-8685
Empower Center ................. 909-607-0690
Student Health Services ....... 909-621-8222
Campus Safety .................. (909) 621-8170 emergencies (909) 607-2000
Title IX

Who can I make reports to?

Cynthia Martinez
Dean of Students and Interim Title IX Coordinator
Cynthia_Martinez@kgi.edu | 909.607.7150
Building 517 East, Office #120

Anna Hickerson
Assistant Professor, Program Director, Master of Science in Medical Device Engineering (and Deputy Title IX Coordinator)
Anna_Hickerson@kgi.edu | 909.607.9541
Building 215, Office #217

Cheryl Merritt
Assistant Vice President of Human Resources & Employee Engagement (and Deputy Title IX Coordinator)
Cheryl_merritt@kgi.edu | 909.607.7853
Building 535 West, Office #150D
Campus Safety & Emergencies

TCCS Campus Safety protects and serves The Claremont Colleges community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that include Emergency Management, Community Safety, Security Education, and Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management.

For Emergencies or Crime Reports contact campus safety at 909.607.2000 or 911
Emergency Phones

TCCS has installed more than 200 emergency phones throughout the 7Cs. At KGI, phones are at the following locations and may be utilized for reporting crimes and/or emergencies:
LiveSafe App

KGI community members have access to the free LiveSafe mobile app. Smartphone users who download the app (through their app store or google play) can report tips to Campus Safety, make emergency calls, and perform other functions that help enhance their personal safety and security, including requesting a safety escort through campus safety.
Emergency Procedures

**Active Assailant**
1. **RUN:** leave the area quickly and quietly, if it is safe to do so
2. **HIDE:** if you can’t leave, go to an area that can be locked and secured
3. **FIGHT:** Fight as a last resort and attempt to incapacitate
4. Call police if it is safe to do so
5. If you encounter police show your hands and follow their commands

**Fire**
1. Pull the nearest fire alarm
2. Alert others as you evacuate and assist those in need if you can
3. Never assume an alarm is false
4. Use stairwells to leave Do NOT use elevators
5. Do NOT re-enter building(s) until directed by emergency personnel

**Earthquake**
1. **STOP:** Running is the most common cause of injury during an earthquake
2. **DROP:** Make sure your head is not the tallest thing in the room
3. **COVER:** get under a desk or table to protect yourself from falling objects
4. **HOLD:** hold on tightly until the shaking stops
Academic Support

Services offered:

• One-on-One Personalized Action Plans
• Academic Success Seminars
• Time Management and Test Preparation Workshops
• Peer Tutoring
• Peer Mentor Program
• StrengthsFinder
• Occupational Therapy
• Partnership with CGU’s Writing and Rhetoric Center
• Claremont Colleges Library
Wellness@KGI

- Wellness Wednesdays
- Wellness Room in Oasis
- Wellness Checks
- KGI Cares
- JED Foundation
  - Fresh Check Day
  - Love is Louder
Student Accessibility Services at KGI

Mission:

Students with disabilities are an integral part of Keck Graduate Institute’s rich diversity. KGI is committed to providing appropriate services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities; and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at KGI with the resources they need to achieve academic and personal success.

Confidentiality:

KGI complies with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities. Under these laws, students have the privilege to confidentiality. KGI recognizes that student health information is confidential information as per state and federal laws. It is the responsibility of the student alone to communicate disability accommodations with their faculty.
Register for Accommodations

Self-identification is voluntary.

1. Please email student.accessibility@kgi.edu to schedule an intake appointment. Digital forms will be provided via email and will be required to be completed.

2. Once approved, the KGI Student Accessibility Services Coordinator will send a letter of accommodation to the student.

Intake registration appointments for accommodations may begin as promptly as admittance into the Institution.
Required Documentation

• All students seeking accommodations must provide documentation of their disability.

• All documentation should:
  • Be current.
  • State clearly the diagnosed disability and educational or medical documentation.
  • Describe the functional limitations resulting from the disability.
  • For learning disabilities, provide all psychological and education testing instructions used in the evaluation report and relevant subtest scores used to document the stated disability.
Examples of Accommodations

- Extra time on tests
- Individual rooms for test taking
- Note taking assistance
- Interpreter
- Digital text
- Enlarged print/magnifier
- Video tape recorder
- Ergonomic chair
Student Handbook

- Located on the KGI website
- Outlines policies and procedures
- Honor code & intake form
- COVID safety measures
- Receipt of Acknowledgement
Your graduate education is an investment, so it is important to protect your personal investment and have peace of mind. Student health insurance is mandatory for all full time students enrolled at KGI.

- Domestic Students: United Health Care Insurance
- International Students: Partnering in Global Health

Questions about health insurance? Email student_affairs@kgi.edu.

Waiver Deadline: September 13, 2021

Waiver link is found on Health and Wellness website
Student Government Updates
Student Government

What is Student Government?

Mission:

• Developing professional leaders is at the core of KGI’s vision. KGI Student Government strives to ensure our students find value in being integral members of their communities. Participation in student government has become a vehicle for students to develop, advocate for equality, exercise their leadership skills, and experience firsthand how meaningful civic involvement can be in one’s life. Our members strive to philanthropically participate in the local and international communities. KGI prides itself in knowing today’s students are tomorrow’s leaders.

What do we do?

• Create involvement and events within the KGI community.
2021-2022 Student Government

Justin Mathew
President

Jemal Hussein
Vice President

Alexis Chavez
Treasurer

Jonathan Felix
Ethics & Judicial Chair

Dylan Davis
Professional Chair

Maria Hammett
Social Chair

Cynthia Agu
Multicultural Chair

Joseph De Los Reyes
2nd Year Pharmacy

Hoa Tran
3rd Year Pharmacy

Narine Karapetyan
4th Year Pharmacy
Student Government Events

We have fun events for everyone to attend, virtually or in-person! See you all there!

- Welcome Back Social
- Fall Ethics Debate / Panel Event
- Student Government Fall Elections
- Diwali
- Black History Month
- Professional Workshops
- Lunar New Year
- Student Government Spring Elections
- Other events suggested by you!
Fall Election Positions

Want to get involved? We have 7 positions open for our Fall Election!

- Business & Science Rep (MBS, MSMDE, and CBM)
- Bio-Processing Rep (MEng)
- Pre-Health Rep (PPC and PPA)
- Research & Science Rep (MS, PhD, MSTM)
- Genetics Rep
- 1st Year Pharmacy Rep
- SOM Rep

Keep your eyes out for more details, or ask Student Government any questions you may have!
Student Government Committees

Student Government needs your help to put on events:

- Take on a project to help bring something new to our student body
- Help organize and plan events as a team
- Garner experience with Student Government: think long term!

Committees to consider:

- Justice, Equity, Diversity, and Inclusion (JEDI) Committee - speaker events and socials
- Ethics Committee - debates and speaker events
- Social Committee - social events
Student & Campus Life

- Learn more about Clubs on our website!
- Types of Clubs:
  - Professional clubs
  - Professional hybrid clubs
  - Social clubs
- Fall 2021 Club Registration Information:
  - August 30: Club registration form opens on Student Affairs Newsletter
  - Sept 10: Club Registration Form Closes
  - Sept 22: Student Involvement Fair
  - Sept 23: Student Leadership Club Training
Career Services Updates

Isabelle Wright
Associate Director of Career Services
Career Services

**Tools:** Handshake & Interview Stream

**Signature Events:** Poster Presentations, Resumania & Mock Interviews

**Activities:**
- Information Sessions & Networking Events
- Resume Drops
- Tuesdays with Career Services
- On-Campus Recruiting
- Professional Headshots & Business Cards
- Office Visits with Career Services Staff
Career Services

Tools: Handshake

https://kgi.joinhandshake.com/login
Questions?