## **Quick Guide to the Cross-Registration**

The students will use this to cross-register and it is useful for advisors to have a visual of this process. This will be shared with the students. If students have any questions or want to cross-register late, they should contact <u>registrar@olin.edu</u>

Important Links to search for classes <u>Wellesley Course Browser</u> <u>Babson Course Listings</u> <u>Brandeis Course Search</u>

- 1. Go to https://my.olin.edu/ICS/My\_StAR/ and login to the Portal (top right)
- 2. You will see the login page. Click on Cross Registration on the left hand menu

Home Our Community Olin Info Academic & Student Life Faculty Campus Life PreRelease My Page My StAR My StAR ۵ FAQs: Student ID Notices Notices My StAR Links Student Accounts Curriculum FAQs 🔏 Add a Bookmark Advising Registrar and Curriculum Links Need a curriculum question answered? Start with Olin's 2018-19 Catalog. My Academic Program istrar's Office Curriculum Changes for 2018-19 to NOTE Supplemental Registration and Scheduling Info My Grades, Transcript, eTranscript and Enrollment new Independent Study and Research policies Academic Calenda removal of the Olin Self Study requirement
new Student Led Course policy My Schedule and Registration Info Current Catalog Student Handb Need a curriculum question answered? Start with Olin's Catalog. Registration, Add/Drop Academic Policies Cross Registration My Forms Still stumped? - Visit the Registrar's Office (Campus Center 320) OR Email: registrar@olin.edu Archived Catalogs udent Affairs and Resources Show search options Post Graduate Planning Registration Advice dent Accounts To Find an abbreviated offerings list and color grid, along with descriptions of new and special topics go to the the Supplement and Course Offerings on the Registrar's page. SEMESTER INFORMATION & REGISTRATION FAG Major Requirements Degree and Major-Specific Requirements iy Pages Go to Main Screen 🗔 What Does Cross-Listed Mean Cross-listing is a term associated with two distinct course numbers for a single academic activity. The activity can be defined under two topics depending on what aspect of the course content a student focuses on during their enrolment. To this end, the student elects the path at the beginning of the course (no later than the lat day to add) by selecting the appropriate course number. During the spring semister we have two such offerings. Tim Studer's Tell the Story of What You Make (AHSE 21990 or EHGR2299) and Scott Hersey's and Alson Wood's Environmental Analyse Engineering (EHGR2999 or SECI399) or SECI399. If you were to enrol in these courses, you would decide if you wanted AHS or ENGR credit for Tim's and for Scott and Alson's ENGR or SCI credit. The definition is mortant because it could frame your project and mpatch bwu your experience works toward completing a requirement (e.g. SCI for Environmental Analyse Engineering will staffy your MHS Cy(hem requirement; but ENGR for the same course will not). Questions? ... emal us, registrar@oln.edu Semester Deadlines Current Spring 2019 Registration Schedule of Deadlines

## 3. Click on Cross Registration Request

ly StAR	Cross Registration
FAQs: Student Records and	Cross Registration Links, Tips, Info
Courses	The Cross Registration Portlet is a tool created by Olin College for you to register in at Rabson, Brandels or Wellesley. When you complete the form presented by the
Advising	tool, Olin's Registrar's Office is notified. This tool also sends you an email upon successful submission. You will be contacted regarding any necessary next steps.
My Academic Program	Links to Host School's Registrar Offices for Course Schedules:
My Grades, Transcript,	Babson
eTranscript and Enrollment My Schedule and	Wellesley
Registration Info	HINTS: You can overwrite the default semester/year information if it is not what you need.
Registration, Add/Drop	KNOWN BUG: Recently a student discovered a bug that if you entered a name with an apostrophe, the tool will not work. It will display an error message which will not be meaningful to you. Please either remove the apostrophe or enter two apostrophes instead of one and it should work normally. Oin IT has been potified of the
Lross Registration	problem and they will be getting a fix for this bug down the road.
arch	
Show search ontions	
Show search options	Cross-Registration Guide
uick Links	Click Here to Access the Guide
My Pages 🛛 🔳	
π Wiki 🧬	Cross Registration Portlet
Webmail 🧬	Request Cross Registration at Babson, Wellesley or Brandeis
Password Management 🥏	Cross Registration Request
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## 4. Fill in the Request Form and hit Submit

Home	Our Community	Olin Info	Academic & Student Life	Faculty	Campus Life	PreRelease	My Page

You are here: My StAR > Cross Registratio	n									
My StAR	Cross Registration									
FAQs: Student Records and	Cross Registration Portlet									
Student Accounts Advising	Interested in Cross-registering to Babson, Brandeis or Wellesley next semester? Please complete the required fields below and click submit. Your request will go directly to the Registrar's Office and you will receive a confirmation of your request.									
My Academic Program My Grades, Transcript, eTranscript and Enrollment	NOTE: Beginning Spring 2009, students interested in taking a Brandeis course must FIRST receive permission from the instructing faculty member in the form of a 6 character numeric code. Once you have this code, please complete the information below and the code as appropriate.									
My Schedule and Registration Info										
Registration, Add/Drop Cross Registration	Id # 26591689		P	ermanent Address		Local Address				
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	© Wellesley 💿 Babson	Brandeis		Needham						
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My Pages 🔳	becau			USA			_			
П Wiki 🔗	Course Title									
Webmail 🔗	Meeting Days/Times									
Password Management	Course Instructor									
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Dining d <sup>o</sup>	Brandeis Perm Code									
	Have you taken courses here before? O Yes O No									
	Date Requested	4/1/2019 1:19:10 PM								
	Semester (Spr/Fall)	Fall - 2019	•		Submit					
					PLEASE NOTE :	An automated email sent to you will o that you submitted this request.	onfirm			