

**TO: Olin Students, Exchange Students, Cross-registered Students, and Advisers**

## **Welcome to the FALL 2017 Semester at Olin!**

This email will outline specific "back to school" items pertaining to registration for students and advisers. There is a lot of info below ... please scan for pertinent information.

Updated **Course information** is available at <https://www.olin.edu/semester-information/>.

New Catalog and Handbook Resources, as well as historic publications: <http://olin.smartcatalogiq.com/en>

### **SPECIAL NOTICES:**

- A. A list of the Fall 2017 Elective Courses for the Sustainability Certificate Program may be found on the BOW Three College Collaboration website:  
<http://bow3colleges.org/sites/default/files/sustainability-certificate-elective-courses-fall-2017-v1.pdf> .
- B. Special Advertisement about EPS3501 New Technology Ventures from Professor Mary Gale at Babson:  
This semester there will be Expert Sessions featuring 10 Tech Entrepreneurs (founders, CEOs, lead developers) in various areas. If you have an interest in Entrepreneurship and want to explore more you may cross register to Babson for EPS3501. The course meets at Babson on Tues & Thurs from 4:45-6:20pm.

**Add Period (opens on [my.olin.edu](http://my.olin.edu) at 9am on 8/31):** This is the first ten instructional days of the semester when students can alter their schedules, if needed. Alterations take the form of dropping a course and/or adding another course ... or just adding a course if your schedule permits. (Verify that a course has openings using the course schedules option from [my.olin.edu](http://my.olin.edu) .) Note: ½ session courses are on a prorated schedule. There is a detailed chart below.

- Adds take place on-line at [my.olin.edu](http://my.olin.edu)
- Note: The system will be unavailable on Friday, September 1 from 12:30-1pm so that Co-curriculars can be uploaded.
- You do not need instructor or adviser approvals for adds or drops during the first 10 days of the semester.
- Drops and Withdrawals after the add period must be done in person at the Registrar's Office using a paper [FORM](#) with appropriate signatures.

### **Registration Deadlines**

<b>Session</b>	<b>Add</b>	<b>Drop and Pass/No Credit</b>	<b>Withdraw</b>
Full Semester (Aug 31 – Dec 8)	September 14, 2017	November 3, 2017	December 8, 2017
Session I (Aug 31 – Oct 16)	September 7, 2017	October 2, 2017	October 16, 2017
Session II (Oct 19 – Dec 8)	November 2, 2017	November 17, 2017	December 8, 2017

**Cross-Registration:** Students may process cross-registration requests according to the guidelines below.

- Babson: During the Babson add/drop period (ends Wednesday, September 6 at 4:30pm) submit a request to the Registrar's Office through the cross-registration portlet in [my.olin.edu](http://my.olin.edu). Verify that a course is open for enrollment at [https://fusionmx.babson.edu/CourseListing/index.cfm?fuseaction=CourseListing.DisplayCourseListing&btnShowHeader=true&program=Undergraduate&semester=Fall+2017&sort\\_by=course\\_number&btnSubmit=Display+Courses](https://fusionmx.babson.edu/CourseListing/index.cfm?fuseaction=CourseListing.DisplayCourseListing&btnShowHeader=true&program=Undergraduate&semester=Fall+2017&sort_by=course_number&btnSubmit=Display+Courses). Classes begin Wednesday, AUGUST 30, 2017.
- Brandeis: During their add/drop period (ends Wednesday, September 13) and after verifying at <http://www.brandeis.edu/registrar/registration/schedule.html> that a course is open for enrollment, submit your request to the Registrar's Office through the cross-registration portlet in [my.olin.edu](http://my.olin.edu). Classes begin Wednesday, AUGUST 30, 2017. A permission code from the faculty member is needed if the course requires permission.
- Wellesley: During their add/drop period (ends Friday, September 15 at 11:00pm) and after verifying at <https://courses.wellesley.edu/> that a course is open for enrollment, you may submit your request to the Registrar's Office through the cross-registration portlet in [my.olin.edu](http://my.olin.edu). If the course requires permission of instructor, follow the [VISITING STUDENT CARD](#) process. Classes begin Tuesday, SEPTEMBER 5, 2017.

Wellesley College [VISITING STUDENT CARD](#) Registration Process:

1. Submit a cross-registration request via the cross-registration portlet in [my.olin.edu](http://my.olin.edu) so the Olin Registrar has a record of your request. (See Special Note below.)
2. Obtain a "Visiting Student Card" from Campus Center 320 or online.
3. Attend the first class meeting of the course you wish to enroll in.
4. Ask the professor if they will allow you to enroll in the course.
5. If yes, have the professor sign your card and then return the completed card to the Registrar's Office at Wellesley (1<sup>st</sup> floor, Schneider Center).
6. If you submitted a cross-registration request in the spring for a 100-level course, the Wellesley Registrar will now automatically register you if there is room in the course. Let them know if you are no longer interested.

**Special Note:** if you have been denied admission to a Wellesley course for any reason and still wish to take that same course, you may try the Visiting Student Card method described above. In this case, you do not need to submit a second request via the Olin portlet. If you are trying for a different course, please do submit a request via the portlet as well as doing the Visiting Student Card.

**Dropping Cross-Registered Courses:** Drop the course with the Registrar's Office of the host institution by their deadline and inform the Olin Registrar's Office. Dropping the course from your OLIN schedule via [my.olin.edu](http://my.olin.edu) will not inform the host school and you will still be considered registered for the course, so don't do it. If you do not drop the course with the host school in a timely manner, you may end up with a "W" or an "F" on your transcript. If you have any questions regarding this process, please email [registrar@olin.edu](mailto:registrar@olin.edu). Drop deadlines are on the [BOW website](#) and in the [Fall 2017 Supplement and Course Offerings List](#).

**OSS, IS and Research Information:** The registration for all OSS, research, and independent study activities will take place during the add period of the spring semester.

Olin Self-Study (OSS) Research (R) and Independent Study (IS) Registration Steps:

- 1) COMPLETE an application form: [Olin Self Study](#) or [Independent Study/Research](#).
- 2) DELIVER your completed (signatures included) HARD COPY application to the Registrar's office no later than September 14, 2017.

Information about OSS/IS/RS may be found on the [registration policies](#) page on the Olin website.

**Co-Curricular Registration:** Information on the Fall 2017 Co-Curricular Offerings is on the Semester Information and Registration FAQs page (<http://www.olin.edu/semester-information/>) on the website. Requests can be processed beginning at **1pm on FRIDAY, September 1** via [my.olin.edu](#). (Note: the my.olin.edu site will come down for about half an hour before co-curriculars become available) You do not need approval to register for a co-curricular.

**Passionate Pursuit Registration:** Proposals for Passionate Pursuits must be submitted to the Registrar's Office by the end of the add period, Thursday, September 14. Late forms will not be accepted. Instructions and proposal form are on the [Passionate Pursuits page](#) on the Olin website. Plan ahead; you'll need signatures from your sponsor(s) and your adviser.

The Registrar's Office is located in Room 320. If you are looking for anything involving student records, registration, scheduling, academic policy, transcripts, etc., please go to Campus Center Room 320 for Vivien Bouffard and Linda Canavan. We welcome VISITORS!

HAVE A GREAT SEMESTER!