Welcome to the SPRING 2020 Semester at Olin!

This notice outlines specific "back to school" items pertaining to registration for students and advisors. There is a lot of info below ... please scan for pertinent information.

Updated Course information is available at Semester Information and Registration FAQ.

Add Period (opens on my.olin.edu at 8am on Wednesday, January 22nd): This is the period when students can alter their schedules, if needed. Alterations take the form of dropping a course and/or adding another course. (Verify that a course has openings using the course schedules option from my.olin.edu.) Note: ½ session courses are on a prorated schedule. There is a detailed chart below.

- Adds can take place on-line at my.olin.edu
- Note: The system will be unavailable on Thursday, January 23 from 11:45-12noon so that Co-Curriculars can be uploaded.
- You do not need instructor or advisor approvals for adds or drops during this period.
- 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

<table>
<thead>
<tr>
<th>Session</th>
<th>Add</th>
<th>Drop and Pass/No Credit</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester (Jan 22 – May 1)</td>
<td>February 4, 2020</td>
<td>April 2, 2020</td>
<td>May 1, 2020</td>
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<tr>
<td>Session I (Jan 22 – Mar 10)</td>
<td>January 28, 2020</td>
<td>February 21, 2020</td>
<td>March 10, 2020</td>
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<tr>
<td>Session II (Mar 12 – May 1)</td>
<td>March 25, 2020</td>
<td>April 17, 2020</td>
<td>May 1, 2020</td>
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Cross-Registration Deadlines

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<thead>
<tr>
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<th>Babson</th>
<th>Brandeis</th>
<th>Wellesley</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>1/21/2020</td>
<td>1/13/2020</td>
<td>1/27/2020</td>
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<tr>
<td>Drop deadline</td>
<td>1/27/2020 at 4:30 p.m.</td>
<td>3/02/2020</td>
<td>2/21/2020 at 11 p.m.</td>
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</tbody>
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Cross-Registration: Students may process cross-registration requests according to the guidelines below. Deadlines and important information may be also found on the BOW website.

- Babson: During their add/drop period (ends January 27th at 4:30 p.m.) submit a request to the Registrar’s Office through the cross-registration portlet in my.olin.edu. Verify that a course is

- **Brandeis**: During their add period (ends January 27th) 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. Classes began MONDAY, JANUARY 13, 2020. A permission code from the faculty member is needed if the course requires permission.

- **Wellesley**: During their add period (ends February 7th 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. If the course requires permission of instructor, follow the VISITING STUDENT CARD process. Classes begin MONDAY, JANUARY 27, 2020.

Wellesley College VISITING STUDENT CARD Registration Process:

1. Submit a cross-registration request via the cross-registration portlet in 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 s/he is accepting new enrollments into the course.
5. If yes, have the professor sign your card and then return the completed card to the Registrar’s Office at Wellesley (1st floor, Schneider Center).

Special Note: if you have been denied admission to a Wellesley course 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 request via the Olin portlet again. 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 by emailing the Registrar’s Office of the host institution by their deadline and cc the Olin Registrar’s Office. Dropping the course from your OLIN schedule via my.olin.edu will not inform the host school and you will still be considered registered for the course. 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.

**Independent Study and Research Information**: All ISR/G forms are due no later than the last day to add (2/4). Guidelines, processes and forms are explained here: catalog policy and guidelines.

**Co-Curricular Registration**: The Spring 2020 Co-Curricular Offerings (18 of them!) are listed on the website. Requests can be processed beginning at **12noon on THURSDAY, January 23** via my.olin.edu. (Note: the site will come down for about fifteen minutes 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, Tuesday, February 4. 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 advisor.

The Registrar’s Office is located in Campus Center 320. If you are looking for anything involving student records, registration, scheduling, academic policy, transcripts, etc., please go to Room 320 for Angela Burke and Vivien Bouffard, or MH268 for Linda Canavan. **We welcome VISITORS!**

**WISHING YOU A GREAT SEMESTER!**