TO: Olin Students, Exchange Students, Cross-registered Students, and Advisors

Welcome to the FALL 2019 Semester at Olin!

This email will outline 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 https://www.olin.edu/semester-information/. New Catalog and Handbook Resources, as well as historic publications: http://olin.smartcatalogiq.com/en

Add Period (opens on my.olin.edu at 8am on 8/29): 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. (Verify that a course has openings using the course schedules option from my.olin.edu.) Adds take place online at my.olin.edu

- Note: The system will be unavailable on Friday, August 30 from 12:30-1pm so that Co-curriculars can be uploaded.
- You do not need instructor or advisor 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

<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 (Aug 29 – Dec 6)</td>
<td>September 12, 2019</td>
<td>November 1, 2019</td>
<td>December 6, 2019</td>
</tr>
</tbody>
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Cross-Registration Deadlines

<table>
<thead>
<tr>
<th>Cross-registration open period</th>
<th>Babson</th>
<th>Brandeis</th>
<th>Wellesley</th>
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</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>9/04/2019</td>
<td>8/28/2019</td>
<td>9/3/2019</td>
</tr>
<tr>
<td>Drop deadline</td>
<td>9/11/2019 at 4:30 p.m.</td>
<td>10/15/2019</td>
<td>9/27/2019 at 11 p.m.</td>
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Students may process cross-registration requests according to the guidelines below.

- Babson: During the Babson add/drop period (ends Wednesday, September 11 at 4:30pm) submit a request to the Registrar's Office through the cross-registration portlet in my.olin.edu. Verify that a course is open for enrollment at https://fusionmx.babson.edu/CourseListing/index.cfm?fuseaction=CourseListing.DisplayCourseListing&blnShowHeader=true&program=Undergraduate&semester=Fall+2019&sort_by=course_number&btnSubmit=Display+Courses. Classes begin Wednesday, SEPTEMBER 4, 2019.

- Brandeis: Before the end of their add period (ends Wednesday, September 11) 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 begin Wednesday, AUGUST 28, 2019. A permission code from the faculty member is needed if the course requires permission.

- Wellesley: Before the end of their add period (ends Friday, September 13 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 Tuesday, SEPTEMBER 3, 2019.

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. Print out a “Visiting Student Card” using the link in the email you receive from the Wellesley Registrar’s Office, or get a form from Campus Center 320.
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 (1st 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 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. Drop deadlines are above and on the BOW website.

Independent Study and Research Information: All IS/R forms are due no later than the last day to add (9/12). Please see updated catalog policy and guidelines. 

Co-Curricular Registration: Information on the Fall 2019 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, August 30 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 12. 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 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 Angela Burke or Milas Hall 268 for Linda Canavan. We WELCOME VISITORS!

HAVE A GREAT SEMESTER!