TO: Olin Students, Exchange Students, Cross-registered Students, and Faculty & Advisers

Welcome to the FALL 2015 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/.

COURSE HIGHLIGHTS and CHANGES

A. New to the schedule …

**AHSE3599-01: Special Topics in Business and Entrepreneurship: Intellectual Property Protection for Innovative Designs**

Instructor: Diane Covello
Credits: 4 AHSE

*Prerequisite – AHSE 1515*

Limited to 12 students

The objectives of this project-based course are to engage in the process of real-world innovation and to learn how to legally protect innovative solutions. During the semester, students will prepare and file patent applications for their inventions. The class will begin with an overview of the types of intellectual property protection available in the United States for inventive products and processes. Students will design their own solutions to technical problems during the first few weeks of the course, or will come to class with a significant product and/or process innovation already in mind. With guidance from the instructor, each student will work individually or as part of a small group to research the “prior art” and then prepare the text and drawings for a utility patent application directed to their invention. The final project for the class will be e-filing the utility patent applications with the U.S. Patent and Trademark Office. While the course primarily is directed to patents, several class periods will be devoted to other types of intellectual property, including trademarks, copyrights, trade secrets and cyber law. During the first two months of the course, students will prepare a Problem-Solution Notebook containing their innovative ideas. Readings throughout the semester will include articles on the topic of innovation.

B. Additional Section: **ENGR2210: Principles of Engineering** has added a 4th section this fall. In the 2016-17 year, we will begin offering this course only in the fall. If you have room to get this requirement done this fall, we strongly recommend it. If we don’t need to offer a section this spring it will provided flexibility in other areas for offerings.

C. Time Adjustment: Due to holidays and faculty travel, the course **AHSE2199 Special Topics in AHS: Critical Reflective Writing: A Journey to Knowing Oneself** will have the first two meetings rescheduled. Students interested in taking this course should contact instructors, Gillian Epstein and Zhenya Zastavker, at their earliest convenience to make sure they are able to attend the two new rescheduled sessions.

D. Reminder: Professor Kent Lundberg’s courses (**EE Prototyping and Controls**) have switched to a fall only offering. These will not be offered in the spring.

Seminar Courses

We will again be offering a small number of 1-credit seminar courses intended to give focused opportunities for students to learn and hone skills or increase understanding or appreciation of a new field. These seminar courses are meant to enhance the current curriculum, and are not intended to replace any current course. The 1-credit seminar courses are offered during the evening and are often
taught by alumni instructors. To allow the greatest flexibility in coordinating these opportunities and making them available to all students, they are offered on a P/NC grading scale, cannot be used for a student’s major or distribution requirements, and do not count towards disciplinary credit.

**SEM 104-S1: Seminar: Work, Play, Balance**, taught by Jon Betsch
**SEM 303-S1: Seminar: Musical Instrument Design and Engineering**, taught by Alex Dorsk
**SEM 502-S1: Seminar: Data Dashboard Design**, taught by Matt Ritter

Please see [Fall 2015 Supplement and Course Offerings List](#) for complete descriptions.

**Add Period (opens on my.olin.edu at 9am on 9/3):** 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](#).) Note: `½` session courses are on a prorated schedule. There is a detailed chart below.

- Adds take place on-line at [my.olin.edu](#)
- Note: The system will be unavailable on Tuesday, September 8 from 11:30-12noon 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

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<tr>
<th>Session</th>
<th>Add</th>
<th>Drop and Pass/No Credit</th>
<th>Withdraw</th>
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<tbody>
<tr>
<td>Full Semester</td>
<td>September 17, 2015</td>
<td>November 6, 2015</td>
<td>December 11, 2015</td>
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<td>(Sept 3 – Dec 11)</td>
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<td>(Sept 3 – Oct 16)</td>
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**Cross-Registration:** Students may process cross-registration requests according to the guidelines below.

- **Babson:** During their add/drop period (ends September 9th 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+2015&sort_by=course_number&btnSubmit=Display+Courses](https://fusionmx.babson.edu/CourseListing/index.cfm?fuseaction=CourseListing.DisplayCourseListing&blnShowHeader=true&program=Undergraduate&semester=Fall+2015&sort_by=course_number&btnSubmit=Display+Courses). Classes begin Wednesday, SEPTEMBER 2ND, 2015.
- **Brandeis:** During their add/drop period (ends September 10th) and after verifying at [http://www.brandeis.edu/registrar/registration/schedule.html](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 THURSDAY, AUGUST 27TH, 2015. A permission code from the faculty member is needed if the course requires permission.
• Wellesley: During their add/drop period (ends September 11th at 11:00pm) and after verifying at [https://courses.wellesley.edu/](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 began MONDAY, AUGUST 31, 2015.

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 he/she 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.

**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. 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.

**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](http://olin.edu) or [Independent Study/Research](http://olin.edu).
  2) DELIVER your completed (signatures included) HARD COPY application to the Registrar’s office no later than September 17, 2015.

Information about OSS/IS/RS may be found on the registration policies page on the Olin website.

**Co-Curricular Registration:** Information on the Fall 2015 Co-Curricular Offerings is on the Semester Information and Registration FAQs ([http://www.olin.edu/semester-information/](http://www.olin.edu/semester-information/)) on the website. Requests can be processed beginning at 12noon on TUESDAY, September 8th 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.

The Registrar’s Office is located in Room 320 as part of the Student Affairs and Resources suite. 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!