

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

Welcome to the FALL 2020 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/>.

Olin's 2020-21 Catalog and Handbook resources are a bit delayed this year, however, relevant changes have been communicated via Olin Ahead messaging. Also, please continue to use the publications found here: <http://olin.smartcatalogiq.com/en>.

Note for First Year Students: Design Nature time block has changed from 2-5pm to 1-4pm on Mondays and Wednesdays.

Add Period (ends September 21): Students may alter their schedules as needed during the first 10 days of the semester. 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 Wednesday, September 9 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 require approval from both the course instructor and the academic advisor and a signed [FORM](#) emailed to registrar@olin.edu.

Schedule of Deadlines for Add; Drop and Pass/No Credit ; Withdraw

Session	Add	Drop and Pass/No Credit	Withdraw
Full Semester (Sep 8 – Dec 14)	September 21, 2020	November 11, 2020	December 14, 2020
Session I (Sep 8 – Oct 26)	September 14, 2020	October 7, 2020	October 26, 2020
Session II (Oct 28 – Dec 14)	November 2, 2020	November 30, 2020	December 14, 2020

Cross-Registration: Cross-registration to Wellesley closes on Friday, 9/4. The Brandeis add period runs through 9/9. Visit <https://www.bow3colleges.org/bow-cross-registration> for complete information about Babson and Wellesley including links to their Academic Calendars. The Brandeis Academic Calendar is here: <https://www.brandeis.edu/registrar/calendar/fall-2020.html>.

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 below and on the [BOW website](#).

	Babson	Brandeis	Wellesley
Drop deadline	8/28/2020 at 4:30 p.m.	10/8/2020	Term 1: 9/11/2020 at 11:59 p.m.; Term 2: 11/6/2020 at 11:59 p.m.

Independent Study and Research Information: All ISR/G forms are due no later than the last day to add (9/21). **Please allow sufficient time for gathering signatures.** Please read the [catalog policy](#) and [guidelines before submitting your request](#). Instead of turning in a paper proposal form and supporting material, students should submit pdfs; and use Adobe *Fill & Sign* to obtain e-signatures.

- Using Adobe *Fill & Sign*: fill out and sign the [proposal form](#); save as pdf
- Prepare and gather your supporting documents as directed on the proposal form; save as pdf
- Combine the signed proposal form and all supporting docs and save as one pdf (file name: last name, first name)
- Open combined pdf, click the “*Fill & Sign*” icon, then click “Request Signatures” –
 - enter the email address of your **Project Advisor**.
 - *If your project is outside your project advisor's discipline, you will also need a signature from a **Disciplinary Advisor**, so enter that email as well.*
 - Click “specify where to sign” at the bottom right; the form will now open so you can indicate where each signature should go on the proposal form. Once this is done, click “send” at the bottom right and off it goes! You will be notified when each signature is entered.
- When the last signature is entered, you will receive a pdf attachment of the final (e-signed)document; this is what you need to email to registrar@olin.edu.
- *This may seem like a lot of steps, but it really is quite user-friendly! You got this! And if you feel like you need some assistance, just ask!!*

Co-Curricular Registration: Information on the Fall 2020 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 WEDNESDAY, September 9** 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, Tuesday, September 21. 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. Follow the procedure using Adobe *Fill & Sign* as detailed above in the ISR/G section.

CSTB petitions: If you need to submit CSTB forms for any reason (requesting credit for AWAY courses or work done elsewhere outside Olin, requesting “coloring” for a BBW course, etc.), follow the same procedure using Adobe *Fill & Sign* as detailed above in the ISR/G section.

The Registrar's Office is located in Room 320 (Linda in MH268) and we are looking forward to the day when you'll be able to find us there. For now, if you have questions about anything in this email or anything involving student records, registration, scheduling, academic policy, transcripts, etc., please email Registrar@olin.edu and we'll get back to you.

HAVE A GREAT SEMESTER!

Angela, Linda & Vivien