

Bowdoin College

Dear First-Year Advisors,

Welcome to the start of another academic year!

We appreciate all you do to help first-year students acclimate to Bowdoin and register for classes. Four key points about first-year registration:

1. First-year students have the option of selecting up to FIVE first-year seminars. These requests should be ranked in order of preference on the online First-Year Seminar Request Form.
2. Every first-year student must submit the First-Year Seminar Request Form, even if s/he is not requesting a seminar for the fall. If, at the end of the day on Monday, we do not have a form from one of your advisees, we will call you to determine whether or not your advisee wished to request first-year seminars.
3. Be sure to print the confirmation page that appears after the First-Year Seminar Request Form has been successfully submitted. Best practice: print one copy for yourself and one for your advisee.
4. You may practice using the form now; anything entered before August 29 will be deleted. It's a good idea to practice submitting seminar requests ahead of time so you are familiar with how the confirmation page should appear.

We have posted materials on our web site that will help you when working with your advisees. From the Registrar's home page (<http://www.bowdoin.edu/registrar/>), click on Information for Advisors on the right. If you have trouble finding something or need any help during orientation week, please do not hesitate to call or email our office (x3521, registrar@bowdoin.edu).

Information for Pre-Major Advisors

Fall 2011

- **Letter from the Registrar Describing First-Year Course Registration Events** [pdf]
- **Course Registration Instructions** [pdf copy of what students receive]
- **First-Year Seminar Request Form** [DISABLED until late August]
- **First-Year Seminar Request Form** [pdf SAMPLE--still top come]
- **Academic Affairs' Advising web page** includes advising tips
- **Course Registration Card** [pdf sample]
- **Enrollment Form Guidelines** [copy of what students receive]
- **Degree Progress Review Form**
- **Registration Tips for Advisors**
- **Weekly Planning Calendar Worksheet** [**PDF version**] [**Word version**]
- **Advanced Placement Regulations**
- **International Baccalaureate Regulations**
- **Credit/D/Fail Policy**
- **What is Bearings?** [pdf copy of what students receive]
- **Bearings**
- **Course Information** organized by semester

The daily schedule of registration events follows on the back side of this sheet:

MONDAY, August 29

Advisors are encouraged to attend the meeting for advisors at 8:00 a.m. Afterwards, you will meet with your advisees for about 45 minutes before the Academic Fair is held in Morrell Gymnasium. Advisees will return to you for individual appointments between 12:00 and 2:45 for seminar registration. The outcome of each of these meetings must be the online submission of the First-Year Seminar Request Form.

Students are advised to think about their seminar choices before meeting with you. You, as the advisor, must access the form for each of your advisees. A link to the online form is posted on the Registrar's web site (<http://www.bowdoin.edu/registrar/>) under Information for Advisors on the right. After you log in to the form, you will see the names of your advisees. Click on the name of an advisee, and have that student enter seminar priority numbers (for up to five seminars) or indicate with a "No" answer to the top question that the student is not requesting a seminar for the fall, and then submit the form using the button at the bottom. Be sure to wait for the confirmation screen and PRINT two copies of this screen—one for your records and one for your advisee.

A SPECIAL ADVISING NOTE: Students will need to pay special attention to when other courses are scheduled to meet. They should not place a priority number beside a seminar that meets at the same time as a course that they are likely to try to register for on Tuesday. Once a student is registered for a seminar, the seminar cannot be dropped until Wednesday, during Phase II registration.

Late in the day on Monday, students will receive email notification about the seminars in which they are enrolled. Students who do not get into a seminar will receive notifications as well. This information will be viewable in Bearings, too. If you are not sure how to access it, any one of us in the Registrar's Office would be happy to help you... call x3521.

TUESDAY, August 30

On Tuesday, students who were registered for a first-year seminar on Monday will request *three* additional courses (plus alternates). (These students should *not* include on their registration cards the seminars for which they are already registered.) Students who are not yet registered for a first-year seminar will request *four* courses (plus alternates). Any student who was not registered for a first-year seminar on Monday may request a seminar on Tuesday, providing any seminars still have spaces available. We will post enrollment numbers on Monday so advisors and students will know if any seminars have spaces. Students must submit their registration cards to the Office of the Registrar in Moulton Union no later than 12:45 p.m.

WEDNESDAY, August 31

Students will receive schedules in their mailboxes around 11:30 a.m. If you wish to see your advisee again, ask him or her to come by to see you between 11:30 a.m. and 12:30 p.m. Phase II registration will take place on Wednesday from 12:30 p.m. to 3:00 p.m. in Room 101 of Kanbar Hall. During this time, first-year students will be able to make adjustments to their schedules.

Beat wishes for a smooth and enjoyable start to the semester!

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