

Registration Tips for Advisors

- **Availability for Approving Registration Cards:** Prior to the start of registration, send your advisees an email that spells out your availability during registration, especially if you will not be on campus during the last day or two of Phase I registration.
- **Course-Load Limits:** Each student may enroll in no more than four full-credit courses prior to the beginning of the semester. If a student plans to take more than four full-credit courses, the course s/he should leave off the registration card is the one that s/he is most certain to get into (for example, any permission-only course, like an independent study, for which s/he is assured s/he has permission). (Students may enroll in as many half-credit courses as they wish.)
- **Course Meeting Times:** Ask your advisees to fill in a Daily Calendar Worksheet (including course labs, film screenings, etc.) for at least their top four course choices—so you can be assured that each student has checked for time conflicts.
PDF version: <http://www.bowdoin.edu/registrar/pdf/weeklycalendar.pdf>
Word version: <http://www.bowdoin.edu/registrar/pdf/weeklycalendar.doc>
- **Course Placement:** If your advisee is beginning course work in math, music theory, a language, or the sciences, make sure s/he has a course placement recommendation. Most of these disciplines require students to complete a placement exam or questionnaire before course placement can be determined. Students who need course placement recommendations should consult with the appropriate department as soon as possible. Please make sure your advisee signs up for the course recommended by these departments.
- **Course Prerequisites:** Ask your advisee what the prerequisite is for any course choice above the 100 level. At least this will tell you whether the student has checked course prerequisites! Prerequisites appear in the Course Finder side of Bearings—click the symbol next to “Rules” in the course listing. If your advisee has any transfer credit, make sure s/he understands that if s/he wants a course taken during off-campus study to count for a course prerequisite, s/he will need the instructor’s signature on the registration card in order to override the prerequisite. The registration system has no way of determining that a course taken elsewhere is equivalent to a Bowdoin course. Faculty permission is good for one specific course and one specific semester only, so *every* time the student wants an off-campus course to count for a prerequisite, s/he will need the instructor’s permission to register for the course that requires it.
- **Alternate Choices:** In general, students should always list alternate course choices on their registration cards. It is easier to get into an alternate class during the regular registration process, rather than waiting until everyone else’s second and third choices have already been processed. Alternates should be listed on the second and third rows of a registration card, **not** in the column labeled “Additional Course Choices.” (The Additional Course Choices column is better used for half-credit courses, since those choices are processed last—after everything else on the cards has been processed.)
- **Courses with Separate Labs:** Students will only be registered for a lab course if they can also be registered for one of its labs. Therefore, it is always wise for students to list multiple lab options on the registration card.
- **Repeating Course Choices in different blocks on a registration card:** A course choice that appears in blocks 1, 2, 3, or 4 (the top row of the registration card) should *never* be repeated elsewhere on the card. (If a student did not receive a course placed in a top-choice block, s/he will *not* receive it later in the process.) There may be good reasons to repeat a course choice in multiple blocks on the second and third rows of the card.

- **Division and Distribution Requirements:** It is recommended that students complete their division and distribution requirements by the end of their sophomore year. (These requirements may not be met with transfer credit.) Help your advisees achieve this goal.
- **Instructor Signatures:** During Phase I and Phase II registration, an instructor's signature will grant enrollment permission for permission-only courses and it will waive a course prerequisite. An instructor signature will not override enrollment limits, time conflicts, enrollment restrictions, or exclusions during Phase I and Phase II registration. During the add/drop period (the first two weeks of the semester), an instructor signature overrides *everything*—time conflicts, course prerequisites, enrollment limits, enrollment restrictions, etc. Therefore, it is the responsibility of the course instructor to track his/her own enrollment numbers and to confirm the academic background/preparation of students before signing them into a course during add/drop.
- **Enrollment Restrictions, Exclusions, and Preferences:** These are all distinctly different. They all appear in the Course Finder side of Bearings—click the symbol next to “Rules” in the course listing.
 - **Enrollment Restrictions**, approved by the CEP, limit which students are eligible for a class—by class year or major/minor. Examples: First Years only, No First Years, Seniors only, Declared majors/minors only, Non-majors only.
 - **Exclusions** block a student from enrolling in a course if s/he has previously taken a specific course. For example, students may not take a sub-100-level course in chemistry if they already have credit for a chemistry course numbered 100 or higher. Some exclusions are approved by the CEP; others become necessary when courses are re-numbered.
 - **Enrollment Preferences:** These preferences are identified by individual course instructors on course offering worksheets (tan sheets) and are only applied if the demand for a course exceeds its enrollment limit.
- **First-Year Seminars:** If a student is already registered for a first-year seminar before Phase I registration begins, that seminar should *not* be written on the student's registration card. The registration system would not place a student in the same seminar twice, but receiving the request a second time skews the perceived demand for a course.
- **Credit/D/Fail Grading Option:** Students have the first six weeks of a semester to choose the Credit/D/Fail grading option for a course. Advisor signatures are not required to make this change. Students may not elect to take their first-year seminars and courses taken to satisfy division and distribution requirements with the Credit/D/Fail grading option. A student must carry a minimum of 4.0 credits in his/her schedule to be eligible to elect the Credit/D/Fail grading option for a course. Credit/D/Fail Policy: <http://www.bowdoin.edu/registrar/creditdf.shtml>
- **Legibility/Accurate Course Information:** If you have difficulty reading your advisee's handwriting on a registration card, please give him/her that feedback. The Registrar's office could enter a course number that's different from what the student intended simply due to having trouble reading the student's handwriting. Every registration period, the Registrar's office receives registration cards that have wrong course numbers, missing course sections, missing lab choices, missing instructor signatures, etc.
- **Bearings Access/Performance:** If Bearings appears to bog down with heavy use, use the Schedule of Course Offerings to find basic course information. <http://morse.bowdoin.edu/anchor/allCourses.aspx>
- **Registration Results:** After registration processing, check each of your advisees' schedules. Follow up with students and/or the Registrar's office. Re-check your advisees' schedules after each phase of the registration process, including during and after the add/drop period.