ADD/DROP PERIOD FOR SWARTHMORE STUDENTS: Monday, November 17th, 2014 – Wednesday, January 28th, 2015
BRYN MAWR CLASSES BEGIN: Tuesday, January 20, 2015
BRYN MAWR CLASSES END: Friday, May 01, 2015
SENIOR FINAL EXAMS PERIOD: Monday, May 04 – Saturday, May 09 at 5 pm
FINAL EXAMS PERIOD: Monday, May 04 – Friday, May 15 at noon

Swarthmore students will not be included in the lottery for any Bryn Mawr limited-enrollment courses.

Swarthmore students who wish to take a course Bryn Mawr must register in person at BOTH Swarthmore and Bryn Mawr. Bryn Mawr's Registrar Office is located on the Lower Level of the Guild Building. You must register within both our Add/Drop period and theirs.

In order to register for a course at Bryn Mawr you must:
Step 1. Complete the Swarthmore-Bryn Mawr Course Application Form available from Swarthmore Registrar’s office and website; http://www.swarthmore.edu/Admin/registrar/BMCcourseappSPRING.pdf
Step 2. Secure the appropriate Swarthmore College approving signatures (Chair and Advisor) on this form.
Step 3. Bring the form to the Swarthmore College Registrar’s office for the Registrar’s signature. We will then give you a copy of the form.
Step 4. Obtain the BMC Instructor's signature on the form and submit in person to the Bryn Mawr Registrar's office.

If you have not properly enrolled at Bryn Mawr AND Swarthmore, you will not receive a grade for the course.

Our students who take courses at Bryn Mawr do so under the rules concerning papers, examinations, grading, deadlines for completed work and so on, that pertain at those colleges (i.e., please be aware that beginning Languages at Bryn Mawr are year-long courses; both semesters are required for credit, as is true at Swarthmore). Students should plan ahead so as to manage their work successfully on this basis. Exceptions based on difference of procedures between their regulations or calendar and ours will not be granted. Copies of the honor code of Bryn Mawr are available in the Registrar's Office at Swarthmore.

If you drop the Bryn Mawr course, you must email both the Swarthmore College Registrar’s office and the Bryn Mawr College Registrar’s office.

Transportation Advisory: The three colleges support the Tri-Co Van shuttle service. This is the only transportation Swarthmore makes available to you to attend classes at Bryn Mawr or Haverford. Learn the schedule and use it wisely. If you miss the last shuttle or if shuttle service stops due to inclement weather or emergency, you are advised to seek safe emergency housing through the public safety office of the campus on which you find yourself, then contact your professors as needed to let them know why you are not coming and arrange to make up the work, and await the next shuttle as it becomes available.

Van Shuttle Advisory: During Finals the TriCo van has a different and much reduced schedule. You must go to the TriCo van shuttle website expecting a different schedule for finals, and be sure you read all information regarding finals week.
STEP 1: Student Information

Date ___________________________            Grad Year_____________________________

Student's Name ___________________________________________ Gender________________

SWAT ID# _______________ BIRTHDATE: ___________ SWAT EMAIL: ____________________

Have you taken a course at Bryn Mawr College before?  Yes ☐ No ☐

Course requested: Bryn Mawr Registration ID: _____________________________

Title of Course _______________________________________________________________

Number of Bryn Mawr Credits for the Course ____________________

STEP 4: Bryn Mawr’s Instructor Signature________________________

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STEP 2: Sections 1 and 2 to be completed and signed by Approving Subject Chair (Swarthmore):

1. a) Has the student already taken a course anywhere that has overlapping content: ☐Yes ☐No
   If so explain: _________________________________________________________________

   b) For what Swarthmore subject is credit being approved? ______________________

   c) For how many Swarthmore credits? ______

   d) Major/Minor applicability? ☐Yes ☐No

   e) Departmental conditions or limitations: __________________________________________

   f) Signature of Approving Subject Chair_____________________________________

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2. By College policy, courses equivalent or similar to ours may be taken at Bryn Mawr, but our repeat course rules apply, which means credit is lost for the previous attempt unless the course is specifically allowed to be repeated for credit.

   If permission is given by subject chair to take an equivalent or similar course for credit what is the Swarthmore department and course number________________________

   SIGNATURE of Swarthmore subject chair: _____________________________________

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STEP 3: Bring to Swarthmore Registrar and obtain signature and a copy

Swarthmore Registrar approval: ____________________________________________