**Registration for Haverford**
**Spring 2015**

HAVERFORD PRE-REGISTRATION FOR SWARTHMORE STUDENTS: Monday Nov. 03- Friday Nov. 14, 2014

**Swarthmore students must observe the above two dates if they desire to be included in the lottery for any Haverford limited-enrollment course which begins in the spring, 2015. This rule applies to anyone, regardless of College, who wishes to take a Haverford course.**

ADD/DROP PERIOD FOR SWARTHMORE STUDENTS: Tuesday Jan. 20- Wednesday Jan. 28, 2015
HAVERFORD CLASSES BEGIN: Tuesday Jan. 20, 2015
HAVERFORD CLASSES END: Friday, May 01, 2015
SENIOR FINAL EXAMS PERIOD: Monday, May 04 – Saturday, May 09, 2015 at 5 pm
FINAL EXAMS PERIOD: Monday, May 04 – Friday, May 15, 2015 at noon

You must register within both our Add/Drop period and theirs.

Lottery results can be found on the Haverford Registrar webpage.

In order to register for a course at Haverford you must:
Step 1. Complete the Swarthmore-Haverford Course Application Form available from Swarthmore Registrar's office and website; [http://www.swarthmore.edu/Admin/registrar/HAVcourseapp.pdf](http://www.swarthmore.edu/Admin/registrar/HAVcourseapp.pdf)
Step 2. Secure the appropriate Swarthmore College approving signatures (Chair and Advisor) on this form
Step 3. Submit the completed form to the Swarthmore College Registrar's office.

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

Our students who take courses at Haverford 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 Haverford 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 Haverford College are available in the Registrar's Office at Swarthmore.

**If you drop the Haverford course, you must email both the Swarthmore College Registrar’s office and the Haverford 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 tri-co 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.
Student request for permission to take course at - **HAVERFORD**

Date _______________________________   Grad Year ______________________________

Student's Name _______________________________     Gender __________________

SWAT ID# _______________    BIRTHDATE: ___________ SWAT EMAIL: ________________

Course requested: Haverford Registration ID: ________________________________

Title of Course _____________________________________________________________

Number of Haverford Credits for the Course __________

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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 Haverford, 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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