My name is Martin Warner. I am your registrar.

You might be asking: What is a registrar? My office and I are in charge of Registration and Grades. We write letters of enrollment certification, and we manage and advise on the Graduation Requirements.

In brief, my job is to help you register for courses and eventually, to graduate on time.

Today we’re going to talk about registration

**Display the Swarthmore Homepage**

Here is the Swarthmore homepage you know well

**Click on Campus Community – also called the Dash**

The Dash is the opening page for most computers on campus and it has tons of great content I commend to you.

**Scroll down to Open A-Z – amazing list of resources**

Note the catalog, the course schedule, and the Registrar’s Office

**Open registrar**

**Click on Registration, then New Students**

**Click on the New Student Registration Website**

Okay. Here we are. This page -- has all the answers -- to all the questions -- I’ve ever heard about new student registration – really.

To start, a few things you must know:

Now, let’s get abstract for a moment and talk about the departmental home pages, the catalog, and the course schedule.

Importantly these are three separate systems. They point to each other, but please always keep in mind they are different.
Here are the differences:

The departmental home pages are more idiosyncratic presentations with photos and department perspectives – this is what the department wants you to know about them almost as if you had gone to visit them.

The catalog is a list of courses with full course descriptions and with a long view of time – more than one semester, and without meeting places or times. The catalog is also a kind of official listing of rules, including how to major in a department according to the departmental rules.

The schedule is a list of courses for a particular semester with meeting days and times indicated. This is where and when for this semester only.

**Here are the Departmental Home pages.**

Again, these are photo-rich presentations, almost like going to the offices to meet the professors.

**Here is the catalog.**

Another abstraction: The catalog is also called the bulletin. At Swarthmore the catalog and the bulletin are the same thing. I usually call it the catalog.

The catalog has lots of course information including full course descriptions.

Importantly, and differently, the catalog also has information about graduation requirements and many other academic rules. Please read the catalog when you want to deeply examine the academic rules of the college.

But for today, the catalog is the list of courses with full course descriptions.

**Here is the Course schedule.**

The Course Schedule is a semester list of which courses are actually being taught this semester. Importantly, the Schedule indicates days and times the classes are held.

For registration, you need to use the catalog for full course descriptions, and the course schedule to know actually when something is taught.

**Let’s look at Registration at a Glance**
This part of the web page has day by day recommendations and key content.

**Wednesday – today**

Consider your Foreign Language Requirement status. Look this up in mySwarthmore, Student Main Menu, Degree Audit, Foreign Language Req. It is the first requirement listed on the Degree Audit. If your Foreign Language Req. is "Met" then you are done with this requirement. If it says "Not Met" then follow this link and discuss it with your advisor.

As needed, review the home pages, the catalog and the Course Schedule later today.

**Thursday**

You must meet with your Academic Advisor Thursday afternoon or Friday morning. Select 6 to 8 courses you would actually like to take, plus several PE options, using the Course Schedule – that’s the one with days and times.

Why 6-8 academic courses? Especially when you’re only going to actually take 4? Because I want you to have good alternates ready to go. These should be courses you might actually like to take in case you can’t take your first choice four.

The key to happiness is good alternates and having the flexibility to use them.

**Demo the Green Form**

Use the green form as a guide to manage your time. When you pre-register, the computer does not prevent time conflicts, so you have to manage your own time.

Go to the Advising Fair Thursday morning.

Go to your Advisor’s Office after the Advising Fair to set up a time to meet individually. Meet with your Advisor Thursday afternoon.

When you meet your Advisor individually, be prepared to discuss several courses of interest.

**Friday**

As needed, finish getting advised in the morning.
At 11:00AM sharp, pre-register online using mySwarthmore. Be near a SAM when you do this. Try to get done by 11:30 even though pre-registration goes until noon. If you have any problems, ask a SAM.

Limits: There is a 4.5 credit limit – this is a fairness thing -- during pre-registration so that everyone can pre-register for at least four courses. Most Swarthmore courses are one credit. After pre-registration, you can register for additional courses up to five credits if your advisor approves.

For courses with a lab, register for the pairing of lecture and lab at the same time. If you don't get a part of the pair, you have to register for another lecture and lab pair.

A few courses or labs use first come first served. These are listed on my webpage. If you don’t get your first choice, move on to your second choice and so on. Be flexible.

If you have first-come first served courses or labs to register for, login at 11:00 AM sharp. Expect the computer to take a full minute or longer to actually get logged in – and a minute feels like a long time when you are waiting for your computer to respond, but it is working in the background. Once you are in, do your first come first served registrations. Get them done first, then loop back to finish your registration.

After Pre-registration

Most of you will simply get the courses you pre-register for. Approximately two thirds of you will get all four courses you register for on Friday morning.

However, about a third of you will be lotteried out of something.

Display Understand the Lottery System.

Understand the Lottery System

- Swarthmore uses what we call "lotteries" to manage course enrollment in the few classes that have enrollment limits. Lotteries are not just random. Department policies ensure that students get what they need, even if not their first choice.
- The lottery system makes most pre-registrations equal, regardless of when during pre-registration you register; this is true for everything except the first-come, first-served courses and labs listed in Registration at a Glance. This is no reason to stress -- just be prepared to be flexible.
- Departments each have their own different lottery rules and procedures, but in general, students should ...
• Enter only one lottery per department.
  o Some departments limit students to only one lottery submission per semester.
  o Rules for lotteries are not enforced automatically during online pre-registration, but are enforced by departments when they lottery courses (after pre-registration).
  o Departments that have specific Lottery Procedures usually list them under the "Courses" section of their departmental home pages. If you can't find them there, please ask the department directly.
  o Otherwise, departments use a random lottery.
• Always have good alternates ready and be flexible enough to use them.
  o You can't always get your first choice, but as you progress through Swarthmore, you will find that the curriculum is flexible enough that if you remain flexible, you will get what you need.

Lotteries happen all Friday afternoon.

After pre-registration, be patient during Lotteries.

Display Registration at a Glance -- Saturday

Check mySwarthmore to see what you are registered in. That is the surest way to know if you are in. If something is gone, that means you were lotteried out, sorry.

If you got lotteried out of anything Friday afternoon, on Saturday morning go to the Registration Follow-up meeting.

Be prompt! The follow up meeting only lasts 30 minutes. It doesn’t take long, so you need to be there at the beginning.

A word about technology for Saturday. We use paper add drop forms on Saturday only. Paper forms will be available at the meeting. Turn in your paper forms to the registrar’s table at the meeting before you go.

After the follow-up meeting, decide how you are going to get your books, and get books.

Monday and the first week of classes

You must attend the first class meeting to confirm your registration.

Here’s a weird question: What if you can’t stand one of your courses?
Drop/Add is the great safety net.

If you realize you need to change a class after classes have started, you can make a change during drop/add.

Please get any new class added during the first week of school. The second week of drop/add is not a good time to add something new.

A word about the technology of drop/add. Drops are done on mySwarthmore the same way as pre-registration, but! During Drop/add, adds are done using an “e-form” available on mySwarthmore under e-forms. Any questions, ask a SAM.

Display Course Recommendations for the First Year

Now, some Course recommendations for the first year.
{Read the bullets.}

Course Recommendations for First Year

- Take introductory courses
  - Read the "Academic Program" link on departmental webpages to learn about introductory courses
  - Lower-numbered courses are much more likely to be appropriate for first-year students
    - Courses numbered 1 to 20 are generally introductory
    - Courses numbered 21 to 99 over are normally intermediate or advanced (except for two courses numbered 21 that say they are introductory such as Computer Science 21).
    - Courses numbered 100 or over are normally only for juniors and seniors
- Take a variety of subjects in at least two divisions each semester
  - Over the year, take courses all three divisions
- Take at least one Writing course [pdf]
  - Many Writing courses are introductory in nature
  - Writing courses include an emphasis on teaching and learning writing
  - Approved Writing courses are labeled to help you find them
    - "Writing Course" in the catalog
    - "W" in the Course Schedule
- Take at least one PE unit per semester
  - Until your PE requirement is done
• The PE requirement must be completed by the end of the sophomore year
  • Take one First-Year Seminar [pdf]
    o only available to first-year students
    o not required, but highly recommended
  • Explore prospective majors
    o Try to take 1 course per semester in each subject in which you might major
  • Consider an NSEP [pdf] - a science lab course
    o You only need one to graduate, but try to take it in the first year
  • Take Four Full Courses plus PE or PE Dance
    o Half credit courses are additional to the normal load of four

Display Understand the CR/NC semester

Now, some thoughts about the Credit No Credit semester.
{Read the bullets.}

Understand the CR/NC semester

• Credit/No Credit (CR/NC) is Swarthmore's version of pass/fail.
  ○ "Credit" (CR) means pass. "No Credit" (NC) means fail.
  ○ For More information about grades and shadow grades please follow the link
• Importantly: ignore the bad advice – and follow the good advice for the Credit/No Credit semester
  ○ The bad advice goes along these lines:
    ▪ Take an over-load just to get those courses out of the way.
    ▪ Take courses you don't want to get them out of the way.
    ▪ Take hard courses without having to work hard on them.
  ○ The good advice goes along these lines:
    ▪ Always value your time and learn all you can from your courses
    ▪ Keep in mind there will be shadow letter grades, even in the CR/NC semester.
    ▪ The CR/NC semester allows you to learn from your courses and also adjust to all the rest of college life without having to worry about getting A grades in all your courses. B grades are okay in the CR/NC semester.
    ▪ Many of your first semester courses are preparation or pre-requisites for other courses you will want or need to take. First semester courses deserve your good effort, regardless of the CR/NC grading.
    ▪ Take an intellectual risk -- try a new subject
- Take the recommended normal load of four courses. Expect your courses to be harder than you've seen before.
- Work hard in all your courses every semester. If you have trouble, seek out the academic support resources available to improve your success.
- First semester CR/NC is permanent on your official transcript
  - You will have access to your shadow letter grades, but they will never appear on your official transcript.

**Display Email is Official**

**Parting thoughts:**

**Email is Official**

- Please check your swarthmore.edu email at least once every weekday
- If you get an email from a professor, a dean, or the registrar, read it
  - If one of them asks you a question, answer it
- Use polite address: "Dear Professor, ..."
  - Avoid "Hey"
- Most official communication will be by email. Some is also by paper mail or other formats. You are responsible to read and as appropriate, reply, to all official communication.

**Display New Student Registration in Detail**

There is much more content on this long web page, including registration explained in even more detail. Please look it over and know what kind of content is here for you.

In conclusion, this website has all the answers to all the questions about pre-registration.

Please look it over, and best wishes class of 2023!