



February, 2009

TO: Members of the Class of 2012

FROM: First-Year Office

As soon as you return from the term break, you will choose your enrollment pattern (D-Plan) at Dartmouth. Your D-Plan consists of the sequence of residence (R) terms and leave (L) terms for which you will be registered between the time of your matriculation last fall and your graduation in the spring of 2012.

For the purposes of the enrollment planning, you will only be asked to distinguish between terms spent studying for Dartmouth credit-R terms (which include LSAs and FSPs) - and terms during which you will not be studying- L terms. The process described below requires you to show three different versions (first, second, and third choice) of your D-Plan, each to include three leave terms, one of which must show a fall leave term.

*****ATTENTION INTERNATIONAL STUDENTS WITH F1 AND J1 VISA STATUS*****

You do NOT need to submit an enrollment pattern online. Once you have logged into bannerstudent and clicked on the menu option "D-Plan Selection", you should see more information about your D-Plan assignment. See OVIS for more information about possible D-plan options which would be acceptable under Homeland Security regulations.

***** ATTENTION ALL FINANCIAL AID RECIPIENTS*****

Enrollment for two or four terms in an academic year (summer through spring) will often impact the aid you receive when compared to a typical three-term pattern. Please contact the Financial Aid Office for more information.

***** ATTENTION STAFFORD LOAN BORROWERS*****

Taking two or more consecutive leave terms will use up your six month grace period and put you into repayment. Contact the Financial Aid Office for more information.

HELPFUL RESOURCES

- *Organization, Regulations and Courses (ORC)*
- "Planning Your Enrollment Pattern" brochure or website at <http://www.dartmouth.edu/~frstyear/documents/D-Plan%20'12>
- The Off-Campus Programs booklet or website at <http://www.dartmouth.edu/~ocp>
- New online Prospectus of Courses at <http://www.dartmouth.edu/~reg/courses/sched09S.html>
- Advisors including: Faculty, First-Year deans, Registrar's Office, International Office, Office of Visa & Immigration Services

D-PLAN SELECTION PERIOD

- * You will be able to enter your D-Plan choices on the Web from **April 2, 2009 at 8 a.m. until April 16, 2009** at 4:00 p.m.
- * Your D-Plan assignment will be available on the Web by April 23. Please check your assignment as soon as possible.
- * The deadline for changing out of an R term for summer or fall 2009 is 4:00 p.m. on Monday, May 4th.
- * Any D-Plan changes after May 4th are subject to a \$100 fee.

Our objective, subject to the College's residency capacity, will be to approve as many first-choice patterns as possible; however, we cannot guarantee that your first-choice pattern will be approved. Students should give serious consideration to their second and third choice patterns, as some students will inevitably be assigned to one of these choices.

THE PROCESS WILL ASSIGN A PATTERN FOR STUDENTS WHO DO NOT FILE BY THE DEADLINE.

If you need assistance in entering your choices on-line, please come to the First-Year Office, 6 Parkhurst or the Registrar's Office, 105 McNutt, in advance of the April 16th deadline. We are always happy to guide you.

INSTRUCTIONS FOR ENTERING YOUR D-PLAN CHOICES ONLINE

1. Using a Web browser go to the Web page <http://www.dartmouth.edu/bannerstudent> and log in.
2. Click on the menu option "**D-Plan Selection**"
3. You will select **R** or **L** on the buttons that have a scroll bar, making sure that you choose three L terms. For purposes of the online selection, if you are anticipating a T (Transfer) term, you should select L. If you are anticipating an O (FSP, LSA, LSA+) term or X (Exchange) term, you should select R (but see below for the Beijing FSP, German LSA, Portuguese LSA/FSP, Tokyo LSA+, or Russian LSA+ programs in 2009 summer). Later, these codes will be changed by the Registrar if your courses or program are approved.
4. When you have selected your D-Plan choices, click on "**Submit D-Plans**" button. If your requests are valid, they will be displayed under the "You Selected" columns and will be saved. If there is a problem with the request, you will receive an error message and will need to resubmit a valid choice.
5. If you have selected your choices and, prior to the April 16th deadline wish to submit a different selection, follow the same instructions to make your changes.
6. Results should be available by April 23rd. You will be able to view your approved D-Plan assignment on the Web by clicking on "View D-Plan Assignment" at the bannerstudent address above.

IMPORTANT REMINDERS

- Exception to on-line process: Students filing an enrollment pattern of fewer than 12 terms should do so at the Registrar's Office prior to the deadline. These students should not attempt to enter choices on the Web.
- Three-term athletes, as certified by DCAD, may request exemption from the summer term residence requirement. However, these athletes must file a normal pattern now and then petition for exception during the winter term of the sophomore year.
- Those students who have been accepted to the summer Beijing, German, Portuguese, Russian, or Tokyo programs, will see a pattern of O for 08X, rather than a scroll bar.
- With the exception of the summer Beijing, German, Portuguese, Russian, or Tokyo off-campus programs, D-Plan options other than R, such as X (Dartmouth Exchange) or T (Transfer) terms, must be submitted at a later time.
- Make sure you apply for housing by the applicable deadlines. Housing applications are due May 15 for summer 2009. If your first pattern choice includes an R for the fall 2009 term you will be going through Room Draw to select a room. The "Your Home Away from Home: A Guide to Housing" book is mailed out the last week of February and contains information about fall housing options and general Room Draw in May. This guide also includes information on winter, spring and summer term housing assignment procedures.
- Once you have been assigned a D-Plan, you may request a change of pattern, which will be granted subject to stated regulations and space limitations. Later changes and special requests for O (Off-Campus Program), X (Dartmouth Exchange Program), or T (Transfer Credit Program) terms should be made in the Registrar's Office as soon as you know of such plans. If you accept admission to an LSA, FSP, or exchange program, your enrollment pattern will be changed from R to the appropriate O or X by the Registrar's Office.
- Because of the possibility of an oversubscribed term, requests for residence (R) in a term you had intended to spend off-campus must be made as early as possible.
- A change from an R term less than 30 days before the last final exam of the previous term (except for fall term) is subject to a fee of \$100.00. A change from an R for fall term less than 30 days before the last final exam of the previous spring term is subject to a fee of \$100.00.
- In April, 2010, when you will be expected to submit a major card, you will also be expected to request any pattern changes made necessary by your major program.