The Registrar's Office Faculty Guide

AY 2023-2024

This guide is available online at
https://www.dartmouth.edu/reg/docs/faculty_guide.pdf

DARTMOUTH

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Introduction

The Office of the Registrar maintains students' permanent academic record and provides services for students and faculty members at Dartmouth in the areas of academic policy, enrollment, and course information. This is an office of the Faculty of Arts and Sciences and acts as its proxy by coordinating activities which include, but are not limited to, course registration; enrollment patterns (D-Plans); assignment of classes to classrooms; maintenance of courses offered, and grades awarded; certification of students for graduation; and maintenance, protection, and release of academic records.

The office certifies student enrollments, their degrees awarded, and their academic eligibility to various governmental, public, private, and academic agencies. These agencies include, but are not limited to, the Veterans Administration and the National Student Clearinghouse as required by law and/or requested by students within the guidelines of the law. All release of student information is guided by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).

Many academic services are available on the web via *[DartHub](#)* and *[Banner](#)*. Faculty members often contact the office for clarification of policy, to assist with a student issue, or perhaps to help with a curricular change within their department or program. All are welcome, and we are committed to the principles of diversity and inclusion. We look forward to helping make your Dartmouth experience a good one.

All the best,

The Registrar's Office staff

Annual Report

Most people don't know what the Registrar or the Registrar's Office does since in today's environment it is quite diverse. For a more comprehensive look at our activities and the services we provide, view the *Annual Report*.

Information Security and FERPA (Family Educational Rights and Privacy Act)

FERPA Tutorial

Please take a few minutes to review a simple FERPA tutorial designed for Dartmouth which covers the basics of this student records law. It provides general guidance on what information you may or may not release, and to whom.

A very helpful *FERPA "Quick" Guide* is available for $58 (Dartmouth is a member of AACRAO) if you want one for your department/program.

We encourage you and anyone in your department/program to contact Registrar Parsons anytime you have a question about the release of student information. Because technology makes more information accessible online, we face increased challenges to protect this information.

Email is not a secure method to transmit information. Grades, passwords, or confidential information sent by email can be compromised, and we advise everyone with access to this information to not send it over our email system whenever possible. Use *Banner* to enter student grades.

The Registrar's Office provides degree and enrollment verification and transcript services to students and third parties through our authorized vendors. If you or anyone in your Department/Program receive a request from a student or third party, such as an employment screening company or potential employer, that asks you to provide the majors, minors, grades, or other academic records for current or former students, direct them to the Registrar's Office for assistance.

Banner

Access to *Banner*

Faculty members have general access to *Banner* if they have an undergraduate course assignment between spring term of the prior academic year and spring term of the next academic year.

For a new faculty member to gain access to *Banner* as a Faculty Advisor, they must have completed the Human Resources hiring procedures, been entered in Banner as an instructor, and been given the advisor attribute in the fall term of the current academic year by Pre-Major Advising.

If you are unable to gain access to *Banner*, it is likely due to hiring processes that the department/program, the Dean of Faculty Office, or Human Resources have not yet completed.

Tools and Reports Available through Banner

Guides are on the Registrar's website that describe how to use available tools. They include Guides on how to use:

Textbook Tools

Federal law mandates that the price and ISBN of all textbooks assigned for a course be published at the time of registration. It is at the discretion of your department/program to decide whether individual faculty members your administrator enter the textbook information. Therefore, you should check with your Chair and administrator to determine your department/program's policy.

See instructions on how to enter textbook information into *Banner.*

Online Grading Tool

As a faculty member, you have the ability to enter final grades for your courses. The Registrar's Office sends departments/programs a notification every term with the dates that grades are due. It is extremely important that you submit your grades on time, especially for seniors in spring term. A Grading and Transcript Production Schedule is available on the Registrar's Office website.

For additional information, see the section within this guide on *Final Grades* (page -11). See instructions for entering grades online in *Banner*.

Course Assessment Reports

The Registrar's Office administers the termly course assessment process. Course assessment reports allow faculty members to develop professionally as teachers. Dartmouth's course assessments have a high focus on student engagement to help promote successful learning and teaching. Faculty members use course assessment reports to review student engagement and adjust how they perform as an instructor.

More information on course assessment is on our website. Contact the Registrar's Office if you require assistance accessing or interpret course assessment reports.

Class Rosters and Bounce Lists

All your class rosters and "bounce lists" (oversubscription lists) for courses you teach each term are available for review in *Banner*. Bounce lists are only available for courses that were oversubscribed during course election. Wait lists, if you or your department/program decides that they wish to keep them, are managed on an individual basis by departments/programs, not centrally by the Registrar. Check with your Chair to determine whether your department/program administers wait lists. For additional information, see the section in this guide on *Course Election/Registration* (page 10).

Majors, Minors, and Academic Progress Advising

DartWorks for Faculty Members

DartWorks is a web-based application that assists students and advisors to plan the student's academic program at Dartmouth. It works in tandem with *Banner* and updates nightly in most cases. *DartWorks* consists of three components:

- *Degree Audit* to help students and advisors monitor student progress toward completion of their requirements
- *Planner* for students to declare majors/minors and plan their major/minor program with the help of a faculty advisor
- *Dashboard* for faculty advisors and department/program administrators to review and manage major/minor declaration requests

The **DartWorks Degree Audit**, integrated with *Banner*, is where faculty members can review student progress toward degree completion. This enables faculty members to work closely with students for advising and integrates with online major/minor declaration. *DartWorks* provides a graphical user interface with checkboxes to identify when students have or have not completed requirements and enables faculty members to assist students with their academic plans.

The **DartWorks Planner** is where students, with the assistance of an advisor, create academic major or minor plans. Students can also create multiple plans for a variety of other purposes such as course preparation for a particular graduate program, fulfillment of general education requirements, or a comprehensive plan of their entire Dartmouth career.

The **DartWorks Dashboard** is where faculty advisors and department/program designees review and then approve or deny the academic plans students have submitted as part of their major/minor declaration requests. The Chair decides how the department/program administers this task since it varies among departments/programs. See the DartWorks Guides on our website for more information.

Major/Minor Declaration

Policy

Faculty legislation requires students to declare a major by the end of their fifth term in residence. Most students declare their major during the winter term of their second year. They must declare a major by the second Thursday of spring term.

Seniors may change their major until the end of the first week of their last term in

residence. Seniors who wish to declare or change a major beyond this date must petition the Committee on Instruction (COI) with support from their Chair.

Students who have declared more than one major may drop a major anytime, which includes the last days of the term preceding graduation.

Students who wish to elect a minor must do so by the end of the first week of the last term in residence prior to graduation. Again, seniors who wish to declare or change a minor beyond this date must petition the COI with support from their Chair. Students must have a major declared before submitting a minor declaration.

Note faculty policy sets certain limits on which combinations of major, minors, and modifiers a student may declare. More information on these limitations may be found in the *ORC/Catalog.*

Process

Students create an academic plan for their proposed major/minor with the *DartWorks Planner* and then initiate a declaration request in their *DartWorks Dashboard* that includes this academic plan. Faculty advisors then use the *DartWorks Faculty Advisor Dashboard* to review and either approve or deny/unlock students' major/minor declaration requests. The major/minor declaration process was designed to be flexible since each department/program has their own internal procedure for approvals, therefore check with your Chair to confirm how your department/program approves majors and minors.

Modified Majors

Chairs, or their designees, partner with the Registrar to approve modified majors. Students submit through *DartWorks* a rationale for the modified major for approval of one or both departments/programs (as needed). See the section in the *ORC/Catalog* on "Modified Majors" for information on the required courses and department/program approvals needed for each type of modified major.

The Registrar reviews the rationale to ensure that it constitutes a unified and coherent whole major as required by faculty legislation.

Multiple Majors

Many students major in two or more separate fields, often quite dissimilar, for instance, Theater and Government. To do so, the student must submit separate major plans to each department or program, approved by all Chairs. Multiple majors may not be within the same department or program except when a department/program offers separate and dissimilar majors. (E.g., Astronomy and Physics, French and Italian, and Spanish and Portuguese). The culminating experience must be satisfied for all majors. In designing the multiple major program, it is not possible to use any individual course as part of more than a single major (although a course may be part of one major and prerequisite to the other, or prerequisite to each major). See the Registrar's website for detailed instructions on procedures. The regulation concerning the deadline for making a change of major (or type of major) is not intended to keep a student who has been carrying a multiple major from dropping one or more majors in the last days of the term preceding graduation.

NOTE: Faculty policy sets limitations on which combinations of majors, minors, and modifiers a student may declare. Students and departments/programs are responsible for ensuring that invalid major combinations are not approved within the same department/program and not rely on *DartWorks* to identify all conflicting majors. More information on these limitations may be found on the Registrar's website.

Faculty Vote for Committee Membership

The Registrar's Office administers the Faculty balloting process. All eligible faculty members vote for various committee memberships every winter and summer term for the upcoming academic year. Per the *Organization of the Faculty of Arts and Sciences of Dartmouth College* (OFASDC) and the *Organization of the General Faculty of Dartmouth College (OFDC)*, faculty members eligible to vote include: all members of the departments/programs and other instructional programs of the Faculty holding appointments as Professor, Associate Professor, Assistant Professor, Instructor (contingency appointments), Research Professor, Research Associate Professor, or Research Assistant Professor. The privilege of voting in the meetings of the Faculty and in the preferential ballots becomes effective upon appointment to the Faculty.

All eligible faculty members vote for various committee memberships every winter term and for Title IX Council representation every summer term for the upcoming academic year.

Pre-Matriculation Credit

In accordance with faculty legislation as outlined in the *ORC/Catalog*, Dartmouth grants entering students *credit on entrance* for some AP, British A-Level, and IB examinations, as well as exemptions and placement in some subject areas. Credit on entrance appears on the Dartmouth transcript however, it does not count towards the 35 credits students need to graduate.

See the Registrar's Office website for more information on pre-matriculation credit, which includes additional credit type definitions as well as department/program guidelines. The Undergraduate Dean's Office organizes placement examinations that occur during orientation, while the Registrar's Office administers the credits. For questions about the tool used to enter credit, or general questions about pre-matriculation credit, contact the Registrar's Office.

Transfer of Credit

The Registrar's Office supports transfer students and students who participate in a transfer term (Dartmouth students studying away on a non-Dartmouth sponsored program). The Guarini Institute administers all Dartmouth sponsored programs, such as LSA's and FSP's. Both offices support Exchange Programs; students apply for an Exchange Program through the Guarini Institute, and they have their courses approved for transfer through the Registrar's Office.

The Registrar's Office works closely with the Committee on Instruction (COI) to administer transfer terms. Typically, it is either the Chair, a Vice Chair or a departmentally-appointed faculty advisor that signs transfer credit approval forms for students seeking to attend a transfer term.

See our website for additional details on transfer terms, deadlines, application materials, and study away.

Note that credit earned on an Exchange Program is also viewed as transfer credit, and each course is approved individually in many cases. The course grades are not computed in the student's GPA, unlike course credit earned in an LSA or FSP.

Courses & Curriculum

Course Setup

Organization, Regulations, and Courses (ORC/Catalog)

The _ORC/Catalog_ is the primary academic document of the College. It is the source of undergraduate Arts and Sciences regulations and course information for the academic year and is published on-line each year in late August. Each department/program lists their active faculty members, their major/minor and honors requirements, and their courses to be offered for the upcoming two years. Students follow the regulations and requirements in the _ORC/Catalog_ for the year they matriculate. **Once published, there are no changes made to the _ORC/Catalog._**

In addition to the _ORC/Catalog,_ the Registrar's Office publishes the _ORC/Catalog New Course Supplement_. New Courses approved throughout the year after _ORC/Catalog_ publication are listed in the Supplement.

Dartmouth Course Approval Routing System (DCARS)

The Dartmouth Course Approval Routing System (DCARS) is the online tool faculty members use, (or their proxy, such as their department/program administrator), to submit new or to update course proposals. Departments/programs use DCARS to propose a new course, to propose a new special topics course, or to update an existing course (updates include a change in title, description, distributives, world culture or LRP designations, and/or cross-listings). Additional information about DCARS is on the Registrar website.

Timetable of Class Meetings

The _Timetable of Class Meetings_ is the source of up-to-date course information that students reference to register for courses each term. This is a searchable, public view available to all.

Departments/programs use a tool called the _Timetable Editor_ to build the _Timetable of Class Meetings_ for each term. Typically, your department/program administrator will collect and edit the department/program's course information in the _Timetable Editor_. Your administrator will also add data such as the time the course is offered, priorities for limited enrollment courses (if any), final examination information, median grade information, room preferences, textbook information, and learning objectives.

Departments/programs may make changes to the _Timetable Editor_ up until noon on the day before the _Timetable of Class Meetings_ publishes for the term. Check with your Chair and Administrator to verify how your department/program administers courses to be offered each term.

The following are included for each course on the _Timetable of Class Meetings_:

- **Distributive, World Culture, or Language Requirement Designation (if any):** Courses that fulfill one or more of these requirements will be tagged in the _ORC/Catalog_ and on the Timetable of Class Meetings (which is the definitive listing). For more information, see the Requirements for the Degree of Bachelor of Arts section in the _ORC/Catalog_.
- **Class Time Period: See** the Dartmouth Class Schedule effective fall 2022 for details.

- **Prerequisites (if any) for departments that participate in prerequisite checking:** Many courses at Dartmouth simply indicate which course(s) a student must have passed or have earned a pre-matriculation credit/exemption before they may enroll. Others are checked by the *Banner* system and students receive an error message if they attempt to gain entry without the prerequisite. See the list of departments/programs who use the *Banner* prerequisite checking.

- **Instructor Permission (IP) and other *Banner* overrides**: You may seek to restrict access to your courses, in consultation with your Chair, by requiring students to seek instructor permission to enroll. To do this, your department/program administrator may indicate instructor permission required in the *Timetable Editor* during the timetable-building period for each term, or they may use the *IP Manager Tool* in *Banner* after the course election period. You, your department/program Chair, or their proxies may grant course permissions (overrides) in *Banner* based on the type of restriction placed on the course and the student request. There are three different types of restrictions that your department/program may place on courses: Instructor Permission (IP), Prerequisites, or an Enrollment Limit.

  It is important to note that departments/programs grant permission only, while students register for courses. Therefore, even if you grant permission it does not mean that the student is registered; they still must take action. A faculty member does not register a student for a course.

- **Enrollment Report:** To view a list of any overrides that you have issued to students, go to *Course Override Report* on your *Banner* menu. The Registrar's Office has provided department/program chairs and administrators access to a new report that provides the enrollment limit for classes, the five-year average enrollment, classroom size limit, and the number of available seats within the assigned classroom, if any. See the Registrar Office website for more information on Permissions/Overrides.

- **Enrollment limit:** Faculty members who wish to issue enrollment limit overrides for a course may do so once again by using the Faculty and Advisor menu in *Banner*. Note that prerequisite overrides may be issued as usual and IP overrides once again allow students to enroll beyond the enrollment limit. You will want to discuss this with your Chair, who will seek permission from an Associate Dean. Be sure to check with your Chair before you attempt to manage any course enrollment limits. Please note at the time the Timetable is published, departments may have either an enrollment limit *or* instructor permission assigned to a course. They may not have both.

- **Priorities:** Check with your Chair to verify how your department/program manages course enrollment priorities during the course election period. Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities *have no effect* if the course is not oversubscribed or after course election has ended. Priority options include:
  - Senior majors, minors, and modified majors (all together, or each population singularly)
  - Other seniors (includes miscellaneous others such as MALS and other graduate students)

- o Junior majors, minors, and modified majors (all together, or each population singularly)
- o Other juniors
- o Sophomores
- o First-Year students
- o Random

For example, an advanced course might give priority to majors/minors, and then to non–majors/minors according to class. (Instructors may not select first– come first–served as a priority since it does not exist as an option.) After course election, instructors may allow additional students to enroll in an oversubscribed course by assigning an enrollment override using *Banner*. As a reminder, the override does not place the student into the course; rather it permits the student to register.

Course Election/Registration

Course Registration Guides

Course Election is the first part of student course registration which is divided into three parts. Course Election Reference Guides for faculty are available on the Registrar website. These Guides detail the course election process, entering/continuing student procedures, and key dates. They are in web and quick-guide PDF formats.

Course Registration Schedules

See Appendix A for a graphic that outlines term-to-term course registration periods for winter, spring, and summer terms. For fall term, first-year course election and registration periods for incoming students follow a slightly different timeline than those for continuing students (see appendixes B and C).

Additional Sections Based on Oversubscription Reports

As mentioned earlier under "reports," after course election and before students may view their schedules, the Registrar's Office provides the Chair access to oversubscription reports on *Banner* that show any course section where demand was higher than the course limit. Departments/programs may use these reports to accommodate demand before students are enrolled. They may raise the course limit to allow more students access or perhaps add a new section of a course before the course adjustment period opens. Departments/programs may not request that specific students gain entry, however students in certain categories may be placed in a course before others when appropriate, such as majors. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides

Students register for all courses via *Banner*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *Banner*. As Chair, you have access to grant overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program. It is important to note that department/programs grant permission only, while students register for courses. What that means is that even if you grant permission, it does not mean that the student is registered; they must still take action. In addition, when students register through *Banner* the system will add them automatically to the appropriate *Canvas* site. If you or they register directly in *Canvas,* they are not registered for the course and will therefore not

receive credit. For more details on how to issue a permission with *Banner,* see the *[Faculty Reference Guide: Creating an Override](.)*.

Canvas Access

Canvas is Dartmouth's learning management system. It is administered by Information Technology Services, and questions about support should be directed to Educational.Technologies@dartmouth.edu. When students register through *Banner,* the system will add them automatically to the appropriate *Canvas* site. If you add the student directly to *Canvas,* they are <u>not</u> registered for the course and will therefore not receive credit.

Students who do not register for a course in the appropriate manner or time period go through a petition process to add the course in *Banner.* Both students and faculty members may also experience issues with delays in grade submissions.

It is important that faculty members be clear with students that they register for courses in *Banner.* After they register, the system will automatically give them appropriate *Canvas* access.

Low and High Enrollment Courses

On the third day of each term, the Registrar's Office provides the associate deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. If your course has low enrollment, discuss this with your Chair. They also receive a report that indicates any high enrollment courses. You and your Dean may also wish to discuss these courses.

Classroom Scheduling

Faculty members are encouraged to indicate their classroom preference to their administrator when they submit their Timetable information each term. However, faculty members may also submit classroom requests directly to classroom.scheduling@dartmouth.edu which will go to the Classroom Scheduler in the Registrar's Office. To request specific technology needs, send a request to Classroom.technology.services@dartmouth.edu which is a department in Information Technology and Consulting (ITC).

Final Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their department/program administrator as part of the *Timetable* process each term. The Registrar grants the department/program administrator access to a final exam spreadsheet at the beginning of the third week of the term. Your administrator works with you to confirm exam needs. The Registrar's Office closes access to the spreadsheet by the end of the fifth week of the term.

The Registrar's Office typically assigns examinations to the regular classroom in which the course meets during the term unless the department/program requests a larger room or a specific location.

All regularly scheduled final examinations occur at the time specified in the announced examination schedule. If an individual student requires extra time or a separate room due to a disability, or has a schedule conflict with other exams, work with your

department/program administrator to address classroom scheduling needs. Contact Student Accessibility Services for information on any testing accommodations you may require.

The Registrar's Office posts a complete list of courses scheduled to hold final examinations, along with classroom assignments. It appears in the Calendars Section of our website approximately three weeks before the start of the examination period and we send a notice to department/program Chairs and administrators when it is ready. Please note per faculty legislation, the final examination schedule may not be changed after it is published.

Final Grades

The timely submission of final grades is **imperative** for students to ensure that they can access and release their academic transcripts. Students need their transcripts for jobs, internships, and graduate school applications. In addition, the Undergraduate Deans Office needs final grades to proceed with academic actions. Final grades determine honors and allow us to confer degrees.

Since Dartmouth includes median grades on the transcript, it is particularly important to receive **all** students' grades by the due dates as <u>one missing grade can impact our ability to produce transcripts for all students</u>. Spring term, when there is a very short time between the end of term and the graduating senior grade due date/time, it is imperative that the final grade be submitted on time. If not, it can impact a student's ability to graduate and/or their honors standing.

Temporary Transcript Designations

Occasionally student circumstances may arise that require use of a temporary transcript designation (Incomplete, Ongoing, or Administrative Delay). The College uses these designations in specific circumstances until the instructor enters the grade for a student. The *ORC/Catalog* section on Temporary Transcript Designations outlines the specifics of each.

<u>Please note that incompletes may only be granted with approval from the Dean of the College (all Deans in the Undergraduate Deans Office are qualified to act in the context of Incompletes), and it must be issued no later than the final day of the examination period.</u> It is important that a faculty member not mistakenly allow a student to continue to work past the end of the final exam period and submit work late, or issue additional time without obtaining an Incomplete grade/extension in collaboration with the student and an undergraduate dean.

Grade Changes

Faculty legislation states that if an instructor decides to change a grade, they submit a written request to the Registrar with a brief justification and the approval signature of the department/program chair. Faculty legislation states that, "*The request must indicate one or more specific ways in which the student was done an injustice. A simple change of mind will not suffice. **No change can be made for work that is done after the term, except in the case of an Incomplete.**"*

On occasion a faculty member or proxy makes a clerical or computational error before the final grade roll. If this occurs prior to the final grade roll, and the grade change is not due to another reason such as reassessment, an email with the grade change from the faculty member's Dartmouth account will suffice.

However, in most cases, Instructors submit written requests for grade changes to the Registrar, which include their Chair's co-signature, by the last day of the term following the term in which the student took the course. If the grade change is in response to a student appeal, the student must have stated the appeal in writing to the instructor by the last day of the term following the term in which the student took the course. If the instructor decides to grant the appeal, they submit the grade change to the Registrar by the last day of the second term following the term in which the student took the course. The Registrar will not approve a change of grade beyond the second term following the course. More information about grade changes is in the *ORC/Catalog.*

Course Assessment

Student View

Students complete course assessments at the end of each term. Students may not see their grades online until they assess all their eligible courses. As of summer 2015, students can view the responses to three student-initiated questions and a subset of course design and effectiveness questions, and faculty questions. Nearly every student has utilized the course assessment student view, especially during the course election period. For more information, see the *Faculty Guide to Student View FAQ* .

Additional Department and program Questions (Optional)

Faculty members may request that up to five course-specific optional questions appear on their course assessment questionnaires for students to complete. The questions you provide will appear on the survey for the specified course and term only.

Each term the Registrar's Office will send out a call for faculty optional questions with a form that the faculty member may complete and send back to the Registrar's Office. You have a chance to preview the questions before course assessment questionnaires are made available to students. Note that these questions will appear on all surveys in the course.

Faculty Opt-In

Students may view up to the last five years of course assessment responses to faculty members' courses, however it requires that Faculty members "opt in" for them to do so. Ordinarily, faculty members opt-in each May if they wish to allow students to view their course(s). However new faculty members may contact the Registrar's Office at any time if they wish to opt-in to course assessment since the default status for new faculty members is set to opt-out. Faculty members' opt-in status continues year to year until they change their status.

Faculty members enter grades for the term before they have access to completed assessments. See the *Course Assessment* website for the schedule of course assessments, a sample audit, and more information.

Additional information on course assessment is located on the Dartmouth Center for the Advancement of Learning (DCAL) website.

Data Requests

The Registrar's Office supports multiple reporting and research initiatives of the Dean of Faculty Division each year, providing data as needed to include historical academic records, enrollment data, and other student data. The office also provides many regularly

scheduled reports, ensuring compliance with both federal laws and Dartmouth policies and guidelines as they pertain to confidentiality of student data.

Each department/program Chair and Administrator have access to a set of reports that provide commonly requested data that can be used for research and/or operations.

The Office does not provide data for student research projects or to other constituencies. Other sources of data include the Office of Institutional Research (OIR) website for public information about Dartmouth College and Dartmouth Alumni Relations. Our services are limited to data provision only; the Office does not provide research or analytical services. Those services may be available from the Office of Institutional Research or the Center for Program Design and Evaluation (CPDE).

If you have a data/report request, send it to registrar@dartmouth.edu. See Registrar data and reporting services for more information.

Support and Online Help

We have many online Faculty guides available on our website. Let us know if a guide on a particular topic would be helpful.

We are also happy to provide individual or group training to all new department/program administrators. Email Registrar@dartmouth.edu as soon as a new department/program administrator is hired to schedule a training. Training opportunities may be somewhat limited over the next academic year due to Registrar staff turnover.

Contact Information

Email: Registrar@dartmouth.edu
Phone: 603-646-2246
Note: We ask that for general questions that you email our office, and we will triage the question to the appropriate staff member.

Appendixes

Appendix A: Course Registration Schedule Graphic

For summer, winter, and spring terms

Course Election
Prior to start of term
Students not enrolled
Use of course election reports
to reduce oversubscription

Course Changes
Period prior to start of classes
Students are enrolled
Any changes must include
student communications

Add/Drop
Period following start of classes
Students are enrolled
Any changes must include student
communications
Students can add a fourth course
During the second week of Add/Drop,
all courses require instructor permission

Appendix B: First-Year Course Registration Schedule Graphic

For fall term

System Unavailable **System Unavailable** **System Unavailable**

Course Election **Student Schedules Available** **Course Changes** **Add/Drop**

Entering Students Only
3-Days before start of term
8:00am – 6:00pm

Entering Students Only
2-Days before – 1-Day before
8:00am – 6:00pm

All Students
Start of Term – End of 2nd Week
8:00am – 11:59pm
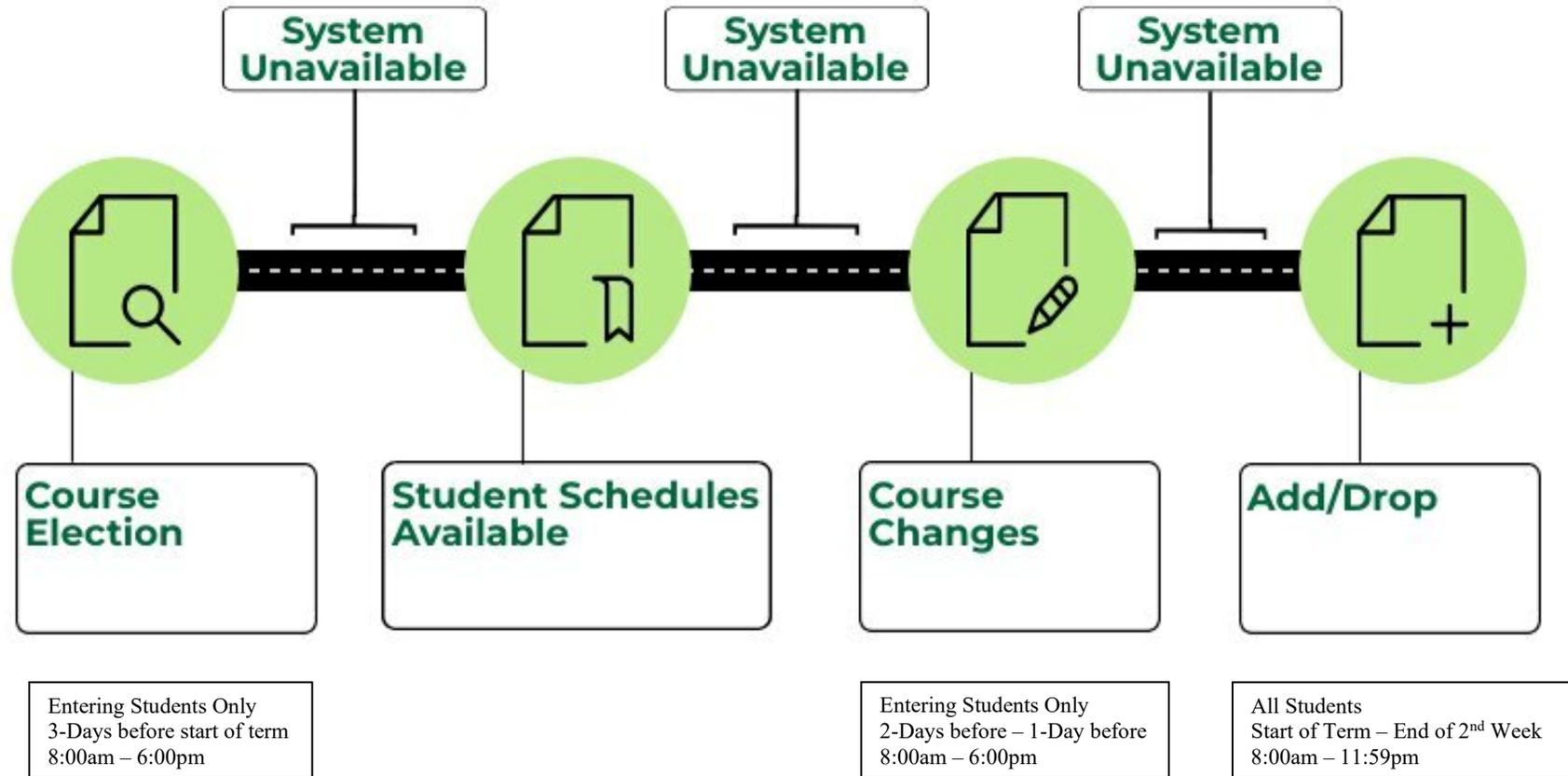
Appendix C: Returning Student Course Registration Schedule Graphic

For fall term

| **System Unavailable** | | **System Unavailable** | **System Unavailable** |

| **Course Election** | **Student Schedules Available** | **First Course Changes** | **Second Course Changes** | **Add/Drop** |

Prior to start of term
Students not enrolled
Use of course election reports
to reduce oversubscription

Period prior to start of classes
Students are enrolled
Any changes must include
student communications

Period following start of classes
Students are enrolled
Any changes must include student
communications
Students can add a fourth course
During the second week of Add/Drop,
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