What’s New:
Registration updates
Chosen Names in Commencement and Honors

Thursday, April 21, 2022 – Carleton Today

Beginning with the Class of 2022, students will have the choice between having their legal name or their chosen name printed on their Carleton diploma and used in honors and commencement programs. This change affects not only graduating seniors but also students who are elected to Phi Beta Kappa, Sigma Xi and Mortar Board, and who receive other awards, honors and fellowships, as represented in Carleton’s Honors recognition program. If you expect to have your name published in the Honors program and would like to use a chosen name, please contact the Registrar’s Office by May 1.
Pre-Registration

Revised email notifications and focused more on the call to action.

- Fall Term Registration, Monday, August 8
- Registration Reminder (day before Registration)

During pre-registration weeks we offered registration zoom drop-in help.

**Week 1**
- Monday, 8/15 - 1
- Tuesday, 8/16 - 3
- Wednesday, 8/17 - 1
- Thursday, 8/18 - 2

**Week 2**
- Monday, 8/22 - 1
- Tuesday, 8/23 - 3
- Wednesday, 8/24 - 5
- Thursday 8/25 - 5
I reached out to students by email about improving their schedules. A total of 175 emails were sent. Most of the emails asked the student about their language plan. We made notes under the Liberal Arts Advisor Notes if the student responded or did not respond.
Forms

The S/Cr/NC Option

A student may elect to take up to six credits per term on a S/Cr/NC basis with a maximum total of 30 such credits being allowed during the student's time at Carleton. The limit of 30 credits does not include mandatory S/Cr/NC courses. The completed S/Cr/NC form, including the instructor's approval, must be submitted by 5:00 p.m. on the seventh Friday of the term for ten week courses, the third Friday of the term for first five week courses and the eighth Friday of the term for second five week courses (see below for specific dates).

- For a course to count toward the major or minor, it cannot be taken on an elective S/Cr/NC basis. Departments may make exceptions for extra-departmental courses for the major if appropriate.
- Courses taken to fulfill graduation requirements (e.g. distribution credits, writing and language proficiency), must be passed with a grade of S or C- or better.
- Courses may not be retaken S/Cr/NC unless they were originally given only on a mandatory S/Cr/NC basis.

Consider discussing this decision with your adviser. We cannot guarantee how graduate and professional schools view S/Cr/NC grades. Please visit the Campus Handbook for further details.

<table>
<thead>
<tr>
<th>TERM</th>
<th>10 Week Courses</th>
<th>1st 5 Week Courses</th>
<th>2nd 5 Week Courses</th>
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</thead>
<tbody>
<tr>
<td>Fall 2022</td>
<td>10/28/2022</td>
<td>9/30/2022</td>
<td>11/4/2022</td>
</tr>
<tr>
<td>Winter 2023</td>
<td>2/17/2023</td>
<td>1/20/2023</td>
<td>2/24/2023</td>
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<tr>
<td>Spring 2023</td>
<td>5/12/2023</td>
<td>4/14/2023</td>
<td>5/19/2023</td>
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</tbody>
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S/Cr/NC Form
Priority Times

Starting with registration for Winter Term 2023, students will receive an email with their priority time and the name of their advisor.

Registration for Fall Term 2022

- Class of 2023, Monday, May 23
- Class of 2024, Tuesday, May 24
- Class of 2025, Wednesday, May 25

Registration changes for class years 2023-2026 can be made until Sunday, September 18 at 11:59 pm.

Academic Year 2022-2023

Fall 2022 Registration Priority Dates and Times
All Registration Windows Close on 9/18/2022 at 11:59 pm
Office Staff

Theresa Rodriguez
Registrar
- Laird Hall
- 507 222 4290
- trodriguez@carleton.edu

Allie Lyman
Academic Records Coordinator
- Laird Hall 14-1
- 507 222 4288
- alyman@carleton.edu

Contact Allie about: Registration and related processes, Prerequisite Waivers, Grading, Enrollment and Degree Verifications, Ordering Transcripts

Ann May
Senior Curriculum and Scheduling Associate
- Laird Hall 14-2
- 507 222 4289
- amay@carleton.edu

Contact Ann about: Course Changes, New/Edited Course Proposals, Catalog, Room Scheduling, Reporting Needs, Self-Scheduled Exams
# Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Maria Reverman</td>
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<td></td>
<td>Contact Maria about: Progress Toward Degree, Waivers, Substitutions and exceptions, Transfer/Prematriculation Credit, Graduation and Commencement</td>
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