Carleton

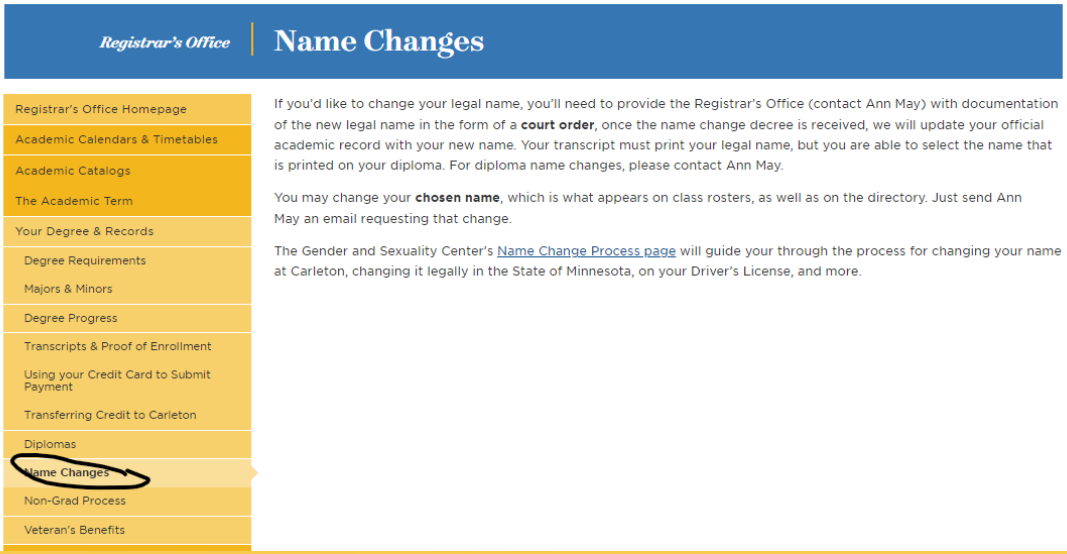
What's New:

Registration updates

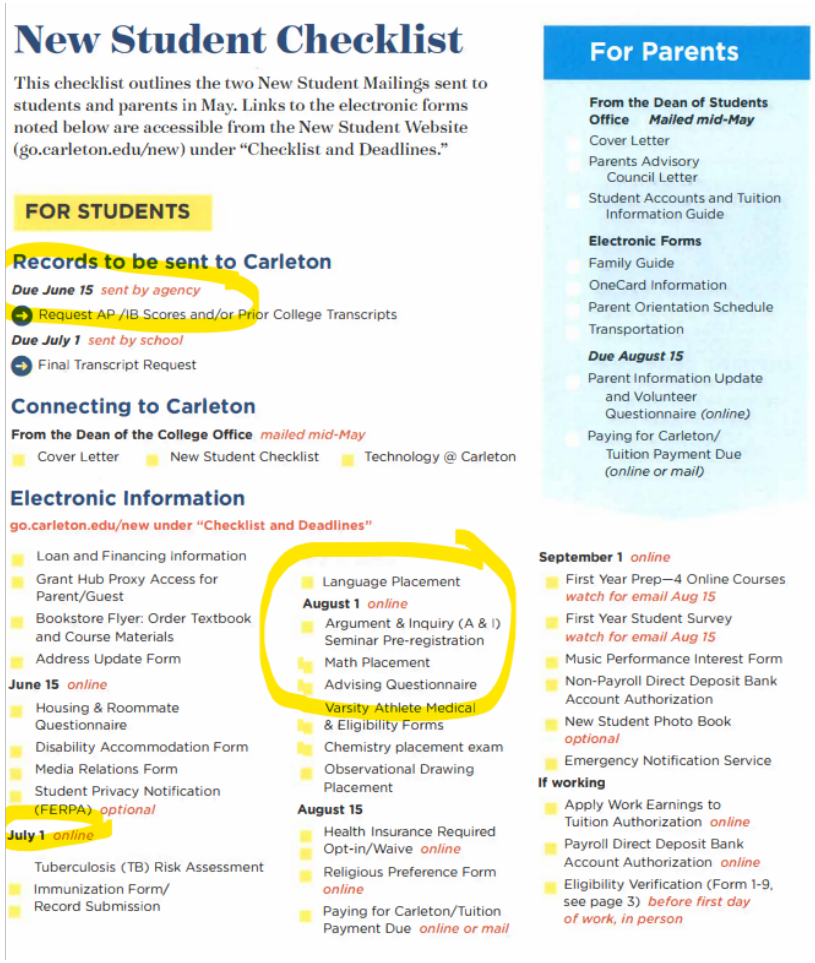
Chosen Names in Commencement and Honors

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



New Student Checklist

This checklist outlines the two New Student Mailings sent to students and parents in May. Links to the electronic forms noted below are accessible from the New Student Website (go.carleton.edu/new) under "Checklist and Deadlines."

FOR STUDENTS

Records to be sent to Carleton

Due June 15 *sent by agency*

- Request AP /IB Scores and/or Prior College Transcripts

Due July 1 *sent by school*

- Final Transcript Request

Connecting to Carleton

From the Dean of the College Office *mailed mid-May*

- Cover Letter
- New Student Checklist
- Technology @ Carleton

Electronic Information

go.carleton.edu/new under "Checklist and Deadlines"

- Loan and Financing information
- Grant Hub Proxy Access for Parent/Guest
- Bookstore Flyer: Order Textbook and Course Materials
- Address Update Form

June 15 *online*

- Housing & Roommate Questionnaire
- Disability Accommodation Form
- Media Relations Form
- Student Privacy Notification (FERPA) *optional*

July 1 *online*

- Tuberculosis (TB) Risk Assessment
- Immunization Form/ Record Submission
- Language Placement

August 1 *online*

- Argument & Inquiry (A & I) Seminar Pre-registration
- Math Placement
- Advising Questionnaire
- Varsity Athlete Medical & Eligibility Forms
- Chemistry placement exam
- Observational Drawing Placement

August 15

- Health Insurance Required Opt-in/Waive *online*
- Religious Preference Form *online*
- Paying for Carleton/Tuition Payment Due *online or mail*

September 1 *online*

- First Year Prep—4 Online Courses *watch for email Aug 15*
- First Year Student Survey *watch for email Aug 15*
- Music Performance Interest Form
- Non-Payroll Direct Deposit Bank Account Authorization
- New Student Photo Book *optional*
- Emergency Notification Service

If working

- Apply Work Earnings to Tuition Authorization *online*
- Payroll Direct Deposit Bank Account Authorization *online*
- Eligibility Verification (Form 1-9, see page 3) *before first day of work, in person*

For Parents

From the Dean of Students Office ***Mailed mid-May***

- Cover Letter
- Parents Advisory Council Letter
- Student Accounts and Tuition Information Guide

Electronic Forms

- Family Guide
- OneCard Information
- Parent Orientation Schedule
- Transportation

Due August 15

- Parent Information Update and Volunteer Questionnaire *(online)*
- Paying for Carleton/ Tuition Payment Due *(online or mail)*

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.

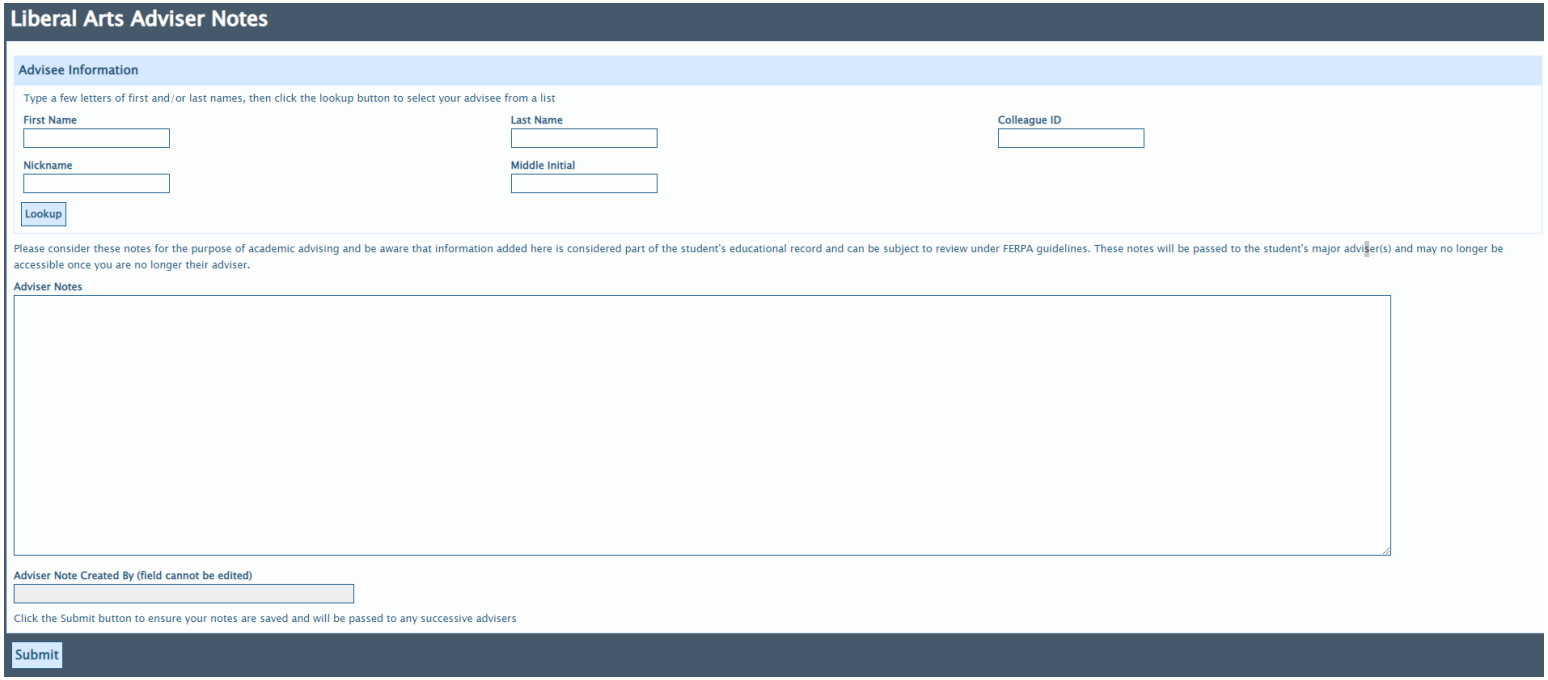
<u>Week 1</u>

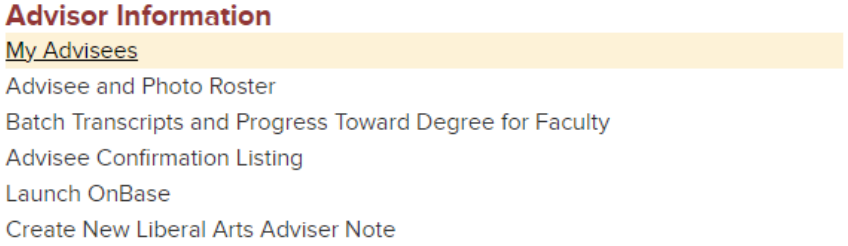
Monday, 8/15 - 1
Tuesday, 8/16 - 3
Wednesday, 8/17 - 1
Thursday, 8/18 - 2

<u>Week 2</u>

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.





Carleton

Forms

CAMPUS GOVERNANCE

Academic Standing Committee | **S/Cr/NC Card (form)**

- Academic Standing Committee Home
- Committee Membership
- Petitions
- Academic Integrity Policy Violation

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 college 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.

2022-2023 SUBMISSION DEADLINES

TERM	10 Week Courses	1st 5 Week Courses	2nd 5 Week Courses
Fall 2022	10/28/2022	9/30/2022	11/4/2022
Winter 2023	2/17/2023	1/20/2023	2/24/2023
Spring 2023	5/12/2023	4/14/2023	5/19/2023

Edit

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.

Office Staff

Registrar

Theresa Rodriguez

Registrar

Laird Hall
507 222 4290
trodriguez@carleton.edu

Staff

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

Maria Reverman

Associate Registrar

Laird Hall 14-3

507 222 4291

mreverman@carleton.edu

Contact Maria about: **Progress Toward Degree, Waivers, Substitutions and exceptions, Transfer/Prematriculation Credit, Graduation and Commencement**

Austin Robinson-Coolidge Bio

Associate Registrar for Technology Operations

Laird Hall 14

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Charles Saini

Records and Registration Assistant

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