

OBERLIN

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TO: Academic Advisors for students in the College of Arts and Sciences
FROM: Kathryn Stuart, Dean of Studies
RE: Registration and Advising Information

Dates. The registration period for the Spring 2010 semester is Monday, November 9 – Friday, November 20; please plan on scheduling appointments with your advisees between October 28 – November 6. (Classes resume after Fall break on October 26.) Students will find registration materials in their OCMR boxes when they return from Fall break. The Spring 2010 Schedule of Classes is already available in PRESTO and online at www.oberlin.edu/regist. Please remind your advisees that registration for Spring 2010 classes is required; it is our goal to have every student on campus or in an enrolled-not-in-residence program (e.g., London Program) registered by November 20.

RAPs. As usual, you will give a registration alternate PIN (RAP) to each of your advisees as a confirmation that you have met with them. Enclosed is a list of your advisees with their RAPs, and a label with the RAP for each of your advisees. If you have new advisees for whom you have no RAP, please call the Office of the Dean of Studies (or e-mail Regina.Gow@oberlin.edu). We are happy to help you.

Curriculum, Advising, and Program Planning (CAPP). The curriculum advising and program planning (CAPP) report is a powerful tool that allows students and advisors to review the requirements for an Oberlin degree and all courses that a student has completed or are in progress. The CAPP report lists the results of progress toward the degree for all institutional requirements (e.g., 9-9-9) as well as major requirements.

We began using the CAPP online compliance report last spring (2009); during the upcoming advising and registration period, we will use only the CAPP compliance report—there will no longer be paper degree progress reports and transcripts. If you are not yet fully comfortable using this report, we recommend that you ask your advisees to come to their advising/course selection appointments with either their laptop prepared to view their CAPP reports, or with a printed version of it.

Instructions for using the CAPP online compliance report are included in this envelope and are also available on the Registrar's website, www.oberlin.edu/regist (click on Curriculum, Advising, and Program Planning). Please direct questions to (jennifer.cline@oberlin.edu).

In addition to the CAPP report, two other reports are available to advisors online:

Transcript. To view:

- log on to PRESTO
- click on the Faculty and Advisors link
- then Student Academic Transcript
- then select current term
- then enter a student's T# and click submit twice (one time each on two consecutive screens)
- then display transcript.

Midterm grades. A chronological listing, by semester, of midterm and final grades is available for each student. To access these reports:

- log on to PRESTO
- click on the Faculty and Advisors link
- select the Faculty Advisor Student Menu
- then Registration History
- then select current term
- then enter a student's T# and click submit twice (one time each on two consecutive screens).

GPA calculator. We remind you that a grade point average calculator is available at the Registrar's website: www.oberlin.edu/regist (click on GPA calculator on the left side of their home page). We think you and your advisees will find this feature useful for a number of scenarios:

- students who need to know what semester GPA will enable them to achieve the minimum required cumulative GPA of 1.67;
- students who are considering fellowships can predict their new cumulative GPA, (any student can enter a desired GPA by removing the 1.67 default and entering a different GPA); and
- students who are deliberating about declaring a course P/NP can evaluate how that change will affect their semester and cumulative GPA.

To use the calculator, you enter the current cumulative GPA and quality points from a PRESTO transcript and then enter the planned number of credit hours that the student will take in the next semester. The calculator will return the semester GPA and quality points needed to achieve the desired GPA. The calculator will also allow a student to enter current courses and estimated grades to determine how to earn the requisite semester GPA and quality points.

If you have questions about using this calculator, please contact Liz Clerkin, Registrar (liz.clerkin@oberlin.edu).

Advisor availability. Every student must meet with his or her advisor; it is especially important that each first- and second-year student has the opportunity to talk about academic progress including midterm grades, course selection, and, most importantly, academic goals.

If you are not going to be available during portions of the advising and registration period, please contact your advisees in advance to make arrangements for advising appointments and for students to receive their RAPs. Depending on your availability during this time, you may wish to assign certain advisees temporarily to another member of your department for advising. If an advisor is on leave and the department chair or other designated advisor wishes to advise that person's advisees, a faculty member may request appropriate RAPs from the Office of the Dean of Studies. My office is happy to help with advising; just let us know in advance if possible.

Roadmap for an Education in the College of Arts and Sciences is available at www.oberlin.edu/dstudies/roadmap. We ask that you and your advisees review this document periodically as it will help with conversations about academic goals.

Varsity athletics. We encourage you to ask your advisee who is a varsity athlete for a copy of the detailed schedule for their sport so that you can refer to it when assisting in course selection. If possible, you should recommend another section or course if the student will miss more than a few class meetings due to athletic contests. It is likely that you have one or two advisees who participate in varsity sports, and we hope the additional information on contests will assist you in advising these students. Please send comments and questions to the Committee chair, Rob Thompson (robert.q.thompson@oberlin.edu).

Reminders for students. During your advising sessions, you might remind students of the following:

- midterm grades will be available for students via PRESTO on Thursday, October 29
- Tuesday, November 3 is the deadline for:
 - choosing the P/NP and CR/NE option for full-semester courses
 - last day to withdraw from a full-semester course
 - last day to change the number of credits for variable-hour courses
- add/drop deadline for second-module courses is Wednesday, November 4
- registration for Spring 2010 semester courses is Monday, November 9 – Friday, November 20
- P/NP, CR/NE, and withdrawal deadline for second-module courses is Monday, November 23
- students are required to see the Office of the Dean of Studies about permission for course loads of fewer than 12 hours or in excess of 16 hours (17 hours for Double-Degree students)
- students must declare a major by the time they earn 56 credits
- policy concerning Incomplete Grades (see below).

Requesting an incomplete grade for courses in the Arts and Sciences. Incompletes in courses are associated with the division of the course – Arts and Sciences or Conservatory – not the division of the student. The Office of Conservatory Associate Deans considers student requests for emergency incompletes in Conservatory courses. Educational incompletes are not available to students in Conservatory courses. A student must begin the process of requesting an Incomplete Grade in the Office of the Dean of Studies. Forms for requesting incompletes will be available from the Office of the Dean of Studies beginning on November 30.

Educational Incompletes. Up to two incompletes in a student's Oberlin career may be authorized by the course instructor for educational reasons. An Educational Incomplete must be signed by the course instructor and returned to the Office of the Dean of Studies no later than the date of the final exam in the course for which an Educational Incomplete is requested.

Emergency Incompletes. A student may request an Emergency Incomplete from the Dean of Studies for medical, psychological, or life crisis reasons. The deadline for such requests is the date of the final exam in the course for which the incomplete request is made. While the Office of the Dean of Studies ultimately grants or denies approval for Emergency Incompletes, deans in my office consult with faculty about these requests.

Advising students about Incompletes. Students often want to discuss the pros and cons of an incomplete with the course instructor before making the request to the Dean of Studies. While this is a sensible plan of action, please know that difficulties can occur if you agree to an Educational Incomplete without knowing whether the student is eligible (e.g., the student has already used the two educational incompletes allowable, or the deadline for requesting the incomplete has passed.) Finally, please encourage the student to make official requests for incompletes. Informal agreements between professor and student are frequently difficult for both the professor and our office to manage and track.

Enclosures: List of advisees with RAPs and labels
CAPP Instructions