REGISTRATION INSTRUCTIONS FOR FIRST-YEAR STUDENTS – CLASS OF 2016
Fall 2012 Semester – Welcome to Middlebury College!

Registration: Kenyon Arena—Friday, September 7, 2012 – 1:00 p.m. - 5:00 p.m.

Advising: First-year students will attend a meeting of their first-year seminar course on Wednesday, September 5, from 8:30 a.m.-10:30 a.m. At this time, you will arrange for individual meetings with your adviser (who is also your first-year seminar professor) to plan your Fall course schedule. Course registration for Fall will take place on Friday, September 7.

Course Registration:
All first year students will arrive in Kenyon Lobby to participate in registration for their fall classes. Students will register according to the randomly assigned registration number (REG#) printed on your registration card that you will receive from your adviser. Please check the table below to learn when you should arrive at Kenyon Lobby:

<table>
<thead>
<tr>
<th>REG #</th>
<th>Begin CIRP Survey in Kenyon Lobby</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 150</td>
<td>1:00 pm</td>
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<tr>
<td>151 – 300</td>
<td>1:20 pm</td>
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<tr>
<td>301 – 450</td>
<td>1:40 pm</td>
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<tr>
<td>451 and above</td>
<td>2:00 pm</td>
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</table>

CIRP (Cooperative Institutional Research Program) Survey:
Following registration, you will have the opportunity to complete the CIRP survey, the country’s largest ongoing empirical study on first year college students. You will have as much time as you need to complete the survey, though it should only take 20-30 minutes.

Note: Because the first year is designed for broad exploration of the liberal arts, first-year students may only enroll in one course per department each semester. First-year students may register for only one beginning foreign language. First-year students may register for a maximum of four credit-bearing courses, including the first-year seminar. (Physical Education (PHED) courses do not carry credit but do satisfy college requirements and can also be taken in your first year.)

Normally, only those courses numbered from 0100 to 0199 are open to first-year students. However, some departments allow first-year students to enroll in upper-level courses. If a course at the 0200 level or above interests you, discuss it with the instructor and department chair to get permission to enroll.

Registration Instructions: Be sure to bring with you your adviser-signed Registration card with course selections.

- Give your name and REG# to the person at the table in the skate room, and you will be handed a card indicating your name, ID number, and four printed boxes.

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- You will then be directed through the entrance of the registration arena where tables for each department will be still set up by academic division similar to the Academic Forum on Thursday.

(NOTE: You will register for three credit-bearing courses at registration. You will not need to register
for your first-year seminar, but you may choose to register for a Physical Education course. See PHED information in your packet.)

• Go to the tables of the departments for the courses you want to take.
• Present the card with your name, ID number, and four boxes to the faculty representative seated at the table. S/he will initial it to indicate that the course card was issued to you and give you the course card(s) for the appropriate course and section(s).
• Be sure to pick up all the required discussion, lab, or drill section cards that are required for each course, as well as the lecture section!
• Check carefully for time conflicts (our system will prevent you from enrolling in courses or sections that meet at the same time).
• Assemble your cards right side up, in the following order, and proceed to one of the checkout lines:
  1. Card with your name and ID #
  2. Registration Card (with adviser signature)
  3. Course Cards (there should be 3 course cards, plus lab or discussion cards, if any)

• Present your cards to the next available registration staff member, and wait while the person there enters your course selections into the system.
• Once your registration is complete, you can confirm your course schedule by going to BannerWeb on-line from the www.Middlebury.edu home page.

Special Deadlines to Keep in Mind:

Adding Courses:
• Students may add courses using green Add Cards for the first two weeks of the term. **Deadline is Friday, September 21.** Cards are available in the Registrar’s Office in Forest Hall, from departmental coordinators, and in Commons offices. Add Cards must be returned to the Registrar’s Office in Forest Hall by the deadline.

Dropping Courses:
• Students may drop courses until the end of the fifth week of classes. **Deadline is Friday, October 12.** Courses can be dropped via BannerWeb during the first two weeks of the Fall term. After that (and through October 12), the process is manual and requires a completed yellow Drop Card with signatures of the course instructor and your academic adviser. Drop Cards must be returned to the Registrar’s Office in Forest Hall by the deadline.

No course changes can be made after the deadlines above except if approved by the Administration Committee. A fine is charged for late course changes **IF approved.**

Keep your **Middlebury College Course Catalog** for reference throughout your four years of study.

For the most up-to-date information on courses and schedules, access the Web: [http://www.middlebury.edu/academics/resources/scheduling](http://www.middlebury.edu/academics/resources/scheduling)

Fall classes begin Monday, September 10! Best wishes for a successful academic year!