Welcome to the Middlebury College First-Year Seminar registration. Using BannerWeb, our online information system, from our Middlebury homepage Quick Links, or using the URL noted above, you will enter your top 5 Seminar choices for Fall 2012. Along with the attached instructions, use the enclosed booklet with course descriptions and schedules to make your seminar choices.

This is not a first-come, first-served registration. Students are assigned a seminar based on the availability of their choices only after the registration window above closes. Notification will be sent via email (Middlebury email account) in mid-August.

If you do not have access to the web, you may email, fax, or mail your First-Year Seminar choices (using the worksheet on the back) to Gloria Gottlieb, Associate Registrar (contact information below).

BannerWeb registration is preferable, but if your selections are received by the June 21st deadline it makes no difference to your seminar assignment how or when you register during the registration window.

Fax: 802.443.2030
Mail: Gloria Gottlieb
Registrar’s Office, Forest Hall
5142 Middlebury College
Middlebury, VT 05753 USA

E-mail: ggottlie@middlebury.edu – please provide the registration worksheet information in a similar format.

If you have questions, please contact:
Kathy Skubikowski, Director of the First-Year Seminar Program, with seminar-related questions: 802.443.5878.
Gloria Gottlieb, Associate Registrar, with general registration questions: 802.443.5354
First-Year Seminar Registration Worksheet – Fall 2012

Before registering, complete the following:

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID#:</th>
<th>PIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(only necessary if mailing or faxing this form)</td>
<td>(for BannerWeb registration only; do NOT include if faxing or mailing)</td>
<td></td>
</tr>
</tbody>
</table>

Seminar Choices

<table>
<thead>
<tr>
<th>Choice</th>
<th>CRN</th>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FYSE</td>
<td></td>
<td>2922</td>
<td>Art and the Environment</td>
<td>MW</td>
<td>02:50 - 04:05</td>
</tr>
<tr>
<td>2</td>
<td>FYSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FYSE</td>
<td></td>
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<tr>
<td>4</td>
<td>FYSE</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>FYSE</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Example

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Middlebury, VT 05753 USA

E-mail: ggottlie@middlebury.edu – please provide the registration worksheet information in a similar format.

Instructions for on-line registration using BannerWeb are on the following pages >>>>
To access BannerWeb to register your First Year Seminar Choices:

1. Begin by going to [http://go.middlebury.edu/bw](http://go.middlebury.edu/bw) to access BannerWeb. Internet Explorer, on either the PC or Mac, is recommended.

   To protect your privacy, always exit and close your browser after each use.

2. You will be prompted for your User ID & PIN to enter the secure area. Access the secure area by entering:
   
a. **Your 8-digit College ID#** which is your User ID. See your Middlebury student identification number on the label on the front of this document.

   b. **Date of birth as your BannerWeb PIN (mmddyy).** Once you have entered the secure area, you will be prompted to change this to a unique number of your choosing.

3. You will be prompted to select a unique PIN once you have logged in:

4. You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.
If you incorrectly enter your User ID/PIN five times, you will be locked out, but the Helpdesk can reset your account for you. If you need PIN-related assistance, please contact the LIS Helpdesk at 802.443.2200. The Helpdesk is open 8:15 a.m. – 5 p.m. Monday – Friday. If you call outside of business hours, you can leave a message and someone will return the call when the office is open.

5. Once you click “Submit”, you will enter the secured area where you will have access to your Student information as well as your Personal information.

You will want to keep your User ID and PIN confidential!

6. To Register your First-Year Seminar choices, you will first select the “Student Records & Registration” link. Then, select the “Registration” link:

- Select “Student Records & Registration”
- Personal Information
- Student Financial Services Menu

You will want to keep your User ID and PIN confidential!

7. Then Click the “Registration” link.

8. Next, click the “Register or Add/Drop Classes” link.

Select Term
- Select a Term: First-Year Seminar Choices

9. At the Term prompt select: “First-Year Seminar Choices” to access the form where you will enter your 5 Seminar choices as follows...
10. Read carefully before entering your seminar choices:

a. When entering your First-Year Seminar choices, you will enter five CRNs for your top five seminar choices into the boxes provided. Enter your seminar choices (CRNs) in priority order from left to right. You must submit all five at the same time. Please proofread these carefully, using your seminar booklet as reference, before you submit, as you will not be able to resubmit these choices and retain the priority you wanted.

Once you have entered your five seminar CRNs in priority order, register your choices by selecting the “Submit Changes” button.

You should see “Registered” next to each of your five seminar selections as seen in the sample below.

NOTE: Although your submitted choices will now appear in CRN, i.e., numeric, order, the system has logged your course priority in the order in which you entered the selections. Once your registration has been submitted, it cannot be changed.

Thank you very much for registering your seminar choices in BannerWeb.

You will receive emails in mid-August regarding your first-year seminar assignment and your housing.