



Student Academic Support Services Center
Dartmouth College
6064 Carson Hall, Suite 125, Hanover NH 03755-3529
Tel: (603) 646-2243
Fax: (603) 646-6166
Email: Undergraduate.Deans.Office@Dartmouth.Edu

TO: Members of the Class of 2022
FROM: Undergraduate Deans Office
RE: Fall Term Course Election
DATE: September 5, 2018

Welcome to Dartmouth! Throughout the year, you will be receiving information from the Undergraduate Deans about resources, academics, deadlines, and many other elements of your new world. We also look forward to offering encouragement and advising when you need it, knowing that the transition to college can be challenging on several fronts. Our contact information is above, and you can find our hours (including when you can see us during New Student Orientation) at the bottom of this memo.

This memorandum and accompanying documents* contain information related to the fall term advising and course election process. PLEASE REVIEW ALL DOCUMENTS CAREFULLY.

- Your **FACULTY ADVISOR ASSIGNMENT**, along with other **important information needed to complete your check-in and course election**, is located online in DartHub (Degree Planning and Advising category).
- Your **Faculty Advisor** is available to answer questions and to help you plan an academic program that is consistent with your intellectual needs, skills, and interests, as well as one that fulfills College requirements.
- You **must plan to meet with your Faculty Advisor on Monday, September 10**. Email is the best way to schedule an appointment with your Advisor; if you have not heard from your Faculty Advisor by Thursday, September 6, please email them immediately.
- You must complete your Advising Questionnaire through DartHub **before** meeting with your Advisor (also in Degree Planning and Advising category).
- Please refer to the **“Using DartHub”** memo in this packet for instructions on using the Dartmouth system **for information related to courses, check-in, and advising**.
- Each student is responsible for **planning their academic program** as well as **knowing the requirements of the College** (academic deadlines, course loads, Non-Recording Option, etc.).
- **Beginning Friday, September 7, your exam/placement record** – including any standardized test scores (SATs, APs) – can be viewed **online** using the *DartWorks degree audit* (*DartWorks QuickLink* in DartHub).
- If you believe that missing scores would have resulted in different placements or different exam opportunities, take the Local Placement Exams you think you should take, and speak with the relevant departmental representatives during Orientation.
- If necessary, after classes have begun (September 12), contact the relevant department/program to arrange to have missing scores properly recorded.

You will be able to view your **FALL TERM COURSE ELECTION** results in DartHub on **MONDAY, SEPTEMBER 10, AFTER 8 P.M.**

You will be able to **make course changes online via DartHub** (entering student course changes only) on **Tuesday, September 11 beginning at 8 a.m. through 6 p.m.**

Included in this packet* and on our website you will find:

- Using DartHub
- Reading the Placement Record in *DartWorks*
- Course Registration Quick Reference Guide
- New Student Orientation Schedule Overview
- Campus Map

Our website: <https://students.dartmouth.edu/undergraduate-deans/students/resources-class/incoming-students-class-2022>

We wish you all the best and hope to see you soon!
Undergraduate Deans Office

Drop-in Advising during Orientation (no appointment necessary): Monday, September 10, 12 – 6 p.m. and Tuesday, September 11, 8 a.m. – 12 p.m. (course change advising)

“Open Hours” every week (drop-in, no appointment necessary): Monday – Friday, 1 – 4 p.m.