UNDERGRADUATE DEANS OFFICE

Student Academic Support Services Center
Dartmouth College
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TO: Members of the Class of 2023
FROM: Undergraduate Deans Office
RE: Fall Term Course Election
DATE: September 10, 2019

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 Friday, September 13**. Email is the best way to schedule an appointment with your Advisor; if you have not heard from your Faculty Advisor by Thursday, September 12, please email them immediately.
- You must compete 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 13, 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 16), 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 **FRIDAY, SEPTEMBER 13, AFTER 8 P.M.**

You will be able to **make course changes online via DartHub** (**entering student** course changes only) on **Saturday, September 14 beginning at 8 a.m. through Sunday, September 15 at 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-2023

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

Drop-in Advising during Orientation (no appointment necessary): Friday, September 13, 12 – 6 p.m. and Saturday, September 14, 7:30 – 10:00 a.m. (course change advising)
"Open Hours" every week (drop-in, no appointment necessary): Monday – Friday, 1 – 4 p.m.