Office of the Registrar
maintains the permanent academic records of all students. In addition, the office is responsible for course registration, classroom scheduling, transcripts, transfer credit, certification of enrollments, issuing diplomas, and producing the Schedule of Classes.

The staff can assist you with questions about registration, academic policies and procedures, deadlines and BannerWeb. Please feel free to consult them with any questions or problems that you may have concerning these issues.

College Hall, Room 102; Ext 2561
www.smith.edu/registrar
registrar@smith.edu
Hours: MTTHF 8:30 am – 4:30 pm, W 10-4:30 pm

Office of the Class Deans
is primarily concerned with the academic progress of students toward graduation. The deans focus on academic matters that are most important to the students in each class, ranging from course selection and registration, grades, credit shortages and choosing a major, to studying abroad, honors and independent study, summer school credit and leaves of absence. Each class dean provides information, advice and guidance about academic programs and procedures to promote the academic success of Smith College students.

College Hall, Room 101
www.smith.edu/classdeans
clasdean@smith.edu
Hours: MTTHF 8:30 am – 4:30 pm, W 10-4:30 pm

First Year Class Dean.........................................................College Hall 101, ext. 4910
Sophomore/Ada Comstock Scholars Class Dean.........College Hall 101, ext. 4930
Junior Class Dean .................................................................College Hall 101, ext 4930
Senior Class Dean .................................................................College Hall 101, ext 4920

Student Academic Advising Assistants
will be available throughout orientation to help with your questions and concerns about course registration. Do not hesitate to seek their help. If they don’t have the answers, they will point you in the right direction.

Central location for online registration on Friday, September 4th, 2:30-4:30 p.m.
If you would prefer to go to a central location to access online registration, Seelye 212 has been reserved for entering students between 2:30-4:30 pm on Friday, September 4th. Student Academic Advising assistants will be available to help with questions or problems.