1. **Prepare to meet with your adviser.** Review the course catalog, instructions and schedule of classes included in this booklet. An online version of the schedule of classes is available at the registrar's website and is updated with the latest changes.

2. **Departmental Placement Examinations.** If you are interested in upper-level courses, you should plan to take a placement examination and/or consult with a department representative regarding appropriate placement in courses. See section on Departmental Placements exams.

3. **Complete the registration worksheet.** Enter all your selections, including all CRN numbers of the courses you are planning to take so that you will be prepared to enter your registration online accurately and efficiently. Alternate choices are particularly important when you are selecting courses or sections that have limited enrollments.

   **Registration for Chemistry 111 and 118 labs** is by waitlist only. Students should put their names on as many lab waitlists as will fit into their schedules. At the conclusion of registration, students will be notified by email regarding assignment to a specific lab section.

4. **Meet with your adviser** at the appropriate time and location specified in the class dean's memo on course registration included in your registration packet. Be sure to bring your completed worksheet with you to this meeting. At this meeting, you will discuss your course preferences and finalize a course plan for the fall semester. Your adviser will give you your registration code which will be needed to register online through the Smith Portal.

5. **Register online.** Online registration is accessed through the Smith Portal. (For best results be sure to use Firefox or Internet Explorer.) The online registration system will open at 2:30 p.m. on September 4th. You will need your network username and password to log in. You should test your login prior to this time to ensure that you will have no problem gaining access to the system. Be sure to read the registration instructions found on pages 10-13, particularly the section on error messages. If you have questions or problems, you may call the registrar's office at ext. 2561.

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

   **Statement of responsibility:** By using the online registration system, you do so with the understanding that you have met and consulted with your adviser about your course program and that you have processed any course selections or changes in accordance with your adviser-approved plan for course registration. It is the responsibility of both student and adviser to plan a course program that will lead to successful completion of all degree requirements.

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**ADD/DROP PROCEDURES**

During the first ten days of classes, students may add and drop courses online through the Smith Portal.

1. **Begin classes** (Tuesday, September 8th). Print a copy of your class schedule from the Smith Portal for reference as you begin classes. Be sure to check the online schedule of classes at: [catalog.smith.edu](http://catalog.smith.edu) for recent time or room changes.

2. **Obtain required approvals.** If you are registering for a course that requires permission of the instructor or you are on a waitlist, you cannot register for this course online. If you are admitted to such a course, you must submit a “waiver of restrictions” form with the appropriate signatures to the registrar's office by the end of the add/drop period on Friday, September 18th. Plan to attend the first class meeting of any course in which you are intending to enroll. Instructors are not required to hold spaces for students who do not attend the first class meeting and may refuse admittance to students who have not attended the first class meetings. Waiver of restrictions forms are available online at the registrar's office website or at the registrar's office in College Hall.
3. **Review your course schedule through the Smith Portal periodically.** Check your courses carefully and immediately resolve any discrepancies with the registrar’s office before deadlines pass (see next page). **You are responsible for the accuracy of your course registration and for processing changes by the appropriate deadlines.**

4. **After Friday, September 18th,** all course changes must be submitted on add/drop and/or change of grading option forms that require the signatures of the instructor, adviser and class dean. Forms are available in the registrar’s office or online at [http://www.smith.edu/registrar/forms.php](http://www.smith.edu/registrar/forms.php) and must be submitted according to the following deadlines.

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**IMPORTANT DATES FALL 2015**

- ADVISING and REGISTRATION (entering students) ................................................................. September 4, 2015
- OPENING CONVOCATION ..................................................................................................... September 7, 2015
- CLASSES BEGIN .................................................................................................................... September 8, 2015
- ONLINE ADD/DROP ............................................................................................................... September 8-18, 2015
- LAST DAY TO SUBMIT WAIVER FORMS to the registrar’s office ..................................... September 18, 2015
- FIVE COLLEGE REGISTRATION .......................................................................................... September 8-18, 2015
- *LAST DAY TO ADD A SMITH COURSE (with signatures) .................................................. September 25, 2015
- LAST DAY for Ada Comstock Scholars to drop without financial consequence ................ September 25, 2015
- *DROP COURSE DEADLINE with signatures ..................................................................... October 9, 2015
- *LAST DAY TO CHANGE GRADING OPTION or FREE DROP in a 1st half semester course .... October 9, 2015
- FALL RECESS ...................................................................................................................... October 10-13, 2015
- OTELIA CROMWELL DAY (no afternoon or evening classes) ................................................ November 3, 2015
- COURSE ADVISING/REGISTRATION for Spring 2016 .......................................................... November 9-20, 2015
- *CHANGE GRADING OPTION/FREE DROP DEADLINE (semester long Smith courses only) ...... November 11, 2015
- *LAST DAY TO ADD/DROP A SECOND HALF SEMESTER COURSE ................................. November 11, 2015
- THANKSGIVING RECESS ..................................................................................................... November 25-29, 2015
- *LAST DAY TO CHANGE GRADING OPTION or FREE DROP in a 2nd half semester course ...... November 30, 2015
- LAST DAY OF CLASSES .................................................................................................... December 15, 2015
- PRE-EXAMINATION STUDY PERIOD .................................................................................. December 16-18, 2015
- FINAL EXAMINATIONS ....................................................................................................... December 19-22, 2015
- WINTER RECESS .................................................................................................................... December 23, 2015-January 2, 2016

* Changes require that you complete the ADD/DROP or S/U form, available online or at the registrar's office.