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Registration for Orienting Freshmen

Macalester College

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Macalester College Archives
Audio Reel #174
Freshman Orientation

[00:00]

[Speaker?]: Do you remember the first time in your life when you were given a few pennies to spend just as you pleased? Your eyes shone with excitement. Your little legs carried you so fast towards the corner candy store that you almost stumbled over yourself. And when you got to the store, well that was when you got really baffled. How could you decide which kinds of candy you would buy? Of course you wanted to taste every kind of candy the storekeeper had, yet your pennies would buy only a few of the many kinds of candy. Perhaps you had a similar feeling about selecting what courses to take during your first semester and your first year here at Macalester. There are so many courses from which to choose, yet you can't taste all of them your first semester or even your first year. You want to choose your course in order to best suit your own needs and interests. To help you make this choice of courses wisely, a conference with your faculty counselor is provided as a key part of the registration procedure. There are several steps in this registration procedure, and we are now going to show you some pictures of these various steps.

[01:31]

If you have a fairly clear idea of how registration proceeds, you should be able to complete your own registration more smoothly. After we have shown you these pictures, there will be a chance to ask questions. First, let's take a look at the whole registration process. [click click] Here you see a summary list of the steps in the registration procedure. Think of this list as a map of the

ground you will cover. After looking at the map, we will look in more detail at each of the places you will visit. All of these steps and registration are completed in the library. When you first go in the library, you go up a short flight of stairs to the main floor and pick up your registration materials at the reception desk. Step two is your conference with your faculty counselor. After you have made out your program with your faculty counselor, step three consists of getting the signature of each instructor from whom you plan to take a course. When these signatures have all been obtained, you are ready to complete filling out your registration materials, which constitutes step four. Then you return to your faculty counselor to get his or her signature. That is step five. Now you see a list of the last five steps. [click click]

[03:20]

The last five steps usually take considerably less time than the first five. Step six is checking with Ms. Doty if you are a girl, or with the Personnel Office desk if you are a fellow. Then, if you are a veteran, you must stop at the Veteran's desk to provide some information for the Veteran's Administration. Next, step eight, you go to the Business Office desk to make financial arrangements. The next to last step is filling out report cards used in reporting your grades. Finally, you go to the Registrar's desk where your registration materials are checked and collected. There you have the map. Now let's take a closer look at these various steps. [click click]

[04:17]

Here you see a student picking up his registration materials at the reception desk on the main floor of the library. Mrs. Grinnell, assistant to Dr. Bradley, our Registrar, is handing a student the materials. These materials include: a sheet of instructions about the registration procedure, a

class schedule, and the forms that you must complete. As soon as you have your registration materials, you go to your faculty counselor. [click click] You may be able to see your faculty counselor immediately. Or, you may have to wait a short while until he or she is through with another student. This student's faculty counselor is Dr. Shiflet, head of our Chemistry Department. How can you find your faculty counselor? You must find the department to which that faculty belongs, and then find the table for that department. The departments are arranged alphabetically on both the main floor and the basement floor of the library, with the first part of the alphabet on the main floor. The department labels are above and behind the faculty members of the department. For example, although you can't see it in this picture, there is a sign behind Dr. Shiflet reading "Chemistry." This conference with your faculty counselor is just one of several you will want to have with him or her during the year. The amount of time he or she can spend with you at registration is somewhat limited. It will depend on how specifically you have been able to plan your program ahead of time. Usually your faculty counselor will have only one other student scheduled to see him during the same hour of the registration period. As you work out your program with your faculty counselor, you will write it out on one of these schedule cards. [click click]

[06:38]

These are white cards—three by five inches. They have a black line side and a red line side. You are to use the black line side for writing in your program. For each course, you write on the card the following information: the department, the course number, the number of credits for the course, the room in which it meets, and the hours the course meets. The information written on a schedule card is obtained from a class schedule which is given to you as part of your registration

materials. Many of the courses you will take have several different sections. In writing down the number for such courses, you should indicate the section along with the course number. For example, the sections to the Freshman English course are labeled 103a, 103b, 103c, and so forth. The letter “R” after a course number, however, does not designate a section of a course, but rather a course that is repeated or offered both semesters of each year. As an example of the information you put on a schedule card, let’s take the first course listed on the card shown. The department is English. The course number is 103. The letter “b” after 103 designates the section of the course. Continuing to read across the line for this course, we learn that it carries three credits and meets in room T-23. The letter in front of the room number designates the building, which in this case is the Little Theater. Now look to see what hours this section of Freshman English meets. You see it meets the second hour each day, Monday thru Friday. Some of you will have English only three days a week instead of five days. Your performance on the English and reading tests will determine if you are to take English three days or five days each week. This student has scheduled a fairly heavy program. Besides Freshman English, there are Introductory Sociology, Beginning Spanish, Physical Geology including a Geology laboratory, a religion course, Choir, and Physical Education. This makes a total of seventeen and a half credits. For most of you, fifteen and a half or sixteen and a half credits will be plenty for your first semester. You’ll notice that this student is beginning both her language and her science. Most of you should begin either your language or your science this fall, but it is not generally necessary to begin both of them. Your faculty counselor will help you work out a program that is suited to your interests and abilities.

[10:08]

[Speaker?]: While making your tentative plan in the program, you must be careful not to schedule different courses which meet at the same time. In making out this plan, you should fill in the third hour on Tuesday for Convocation. Chapel meets the third and fourth hour on Thursday. Freshman should schedule their third hour for chapel if possible.

[Speaker?]: When you have finished your program planning with your faculty counselor, you embark upon step three. [click click] This step consists in going to each instructor from whom you plan to take a course and getting his or her signature. The student here is getting a signature from Mrs. Jacobson for a course in Political Science as you can see from the department label. Of course, he has to go to each department in which he is scheduling a course. Getting a signature reserves a place for you in each of the courses. These signatures are made on one part of another registration form. [click click] This form is known as the perforated sheet because it consists of several parts which are eventually torn apart. At the top right of this sheet, you will see a part labeled "Advisor's Card." Before going to get instructor's signatures, you must write the department, number, and section of each of your courses on this card. Then each instructor writes his signature after the title of his course on this Advisor's Card. When you have obtained all course signatures, you can complete your registration forms. You fill out a total of three schedule cards. [click click]

[12:20]

Then you copy the information from the schedule card onto the official registration card. [click click] This is a yellow card that is somewhat larger than the schedule cards. You see that the

registration card provides three separate columns for the three items of department, course number, and course title. For example, for the Freshman English course, you would write “English” under the column head ”Department.” Under the column headed ”Number,” you would write 103 followed by the letter designating the section. You would write ”Freshman English” under the column headed ”Descriptive Title.” You must also complete the other parts of the perforated sheet. [click click] One of these other parts of the perforated sheet is the Dean’s Card at the top left. This ”Dean’s Card” asks for certain identifying information about yourself. Now you have completed three schedule cards, the official yellow registration card, and the perforated sheet. So, you are ready to have your faculty counselor write his signature in the designated place at the bottom of the yellow registration card. [click click]

[14:14]

Your faculty counselor will keep one of the three schedule cards. If there is time, you should make a tentative second semester courses on the reverse or red lines side of the schedule cards. Now, the most time-consuming part of your registration is over. All the rest of your steps are completed at the back of the lower floor of the library. If you are a girl, your next step is to check with Ms. Doty, our Dean of Women. [click click] Her desk is on the lower floor of the library, about halfway towards the back. She will talk with you briefly, check your registration materials, and keep the second of your three schedule cards and the Dean’s Card. The third schedule card is for you to keep. If you are a fellow, you check with a Personnel desk instead of Ms. Doty. [click click] The Personnel desk is also about halfway back on the lower floor of the library. The Personnel desk staff will check your materials and keep a schedule card and a Dean’s Card. [Unclear] won’t be there though fellows, however, we think you’ll be well

satisfied with her replacement. After check with Ms. Doty or the Personnel Office desk, you move on to the Business Office desk. [click click] Here you will make arrangement of tuition and dormitory fees. However, if you are a veteran, you must stop at the Veteran's desk before you check with the Business Office desk. [click click] As a veteran, you will complete some forms required by the Veteran's Administration. Also, you will have an opportunity for any special counseling with Professor Spangler who is in charge of Veteran's Affairs. Your next-to-last step is filling out report cards. [click click]

[16:52]

For each course which you take, you fill out two report cards. One for the mid-semester grade and one for the final semester grade. These report cards are used in reporting your grades to your faculty counselor and to your parents or guardian. Carbon paper backing on the two cards you fill out results in duplicate copies of each card. On the report card, you fill in your name, the course, department, number, and title, your faculty counselor's name, and the name and address of your parents or guardian. The final step in registration is your checkout with the Registrar's Desk. [click click] Here, your registration materials will be finally checked. Also, your official yellow registration card and your class cards will be collected. Yes, it's a complicated process. But there's a purpose for every step, and if you have a clear idea of the steps involved, you can complete your registration efficiently. Now, let's backtrack a minute. [click click]

[18:24]

Getting your classes arranged doesn't always go quite as smoothly as we have shown. Usually your faculty counselor will know what course and what sections of courses are closed. But occasionally, when you go to get an instructor's signature for a course, you will find that the

course, or the section of the course that you hope to take, is filled up. Now there may be another section which meets at a time that doesn't conflict with any of your other courses. If so, you can simply change the section right then and there. Since the letter following the course number indicates the section, you would change the letter on the Advisor's Card on which the instructor writes his signature and also on your schedule card. But, if there is no other open section that meets which you have free, you will then have to go back to your faculty counselor and re-plan some of your program. [click click]

[19:36]

Perhaps your head is still swimming a little with the details of this registration procedure. So let's make a quick review of the places you will visit. See if you can anticipate each step before we throw the picture on the screen again. [click click] Here you see step one, which is picking up your registration materials at the reception desk of the main floor of the library. Step two is...going to your faculty counselor. [click click] You make out a tentative program in conference with your faculty counselor. You write out the details of this program on the black lines side of a schedule card. [click click] Also on the Advisor's Card at the top right of the perforated sheet. [click click] You write out the department, number, and section of each course. Then, step three, [click click] consists in going to each department in which you are scheduling a course and getting the instructor's signature on the Advisor's Card. Step four is completing your registration forms. You complete three schedule cards. [click click] All parts of the perforated sheet. [click click] And the official yellow registration card. [click click] When all forms have been completed correctly, your faculty counselor writes his signature [click click] at the bottom of the official registration card. The next step is to check with Dean Doty

[click click] if you are a girl or with the Personnel desk [click click] if you are a man. For veterans, the next step is to go to the Veteran's desk. [click click]

[23:07]

Step eight is a visit to the Business Office desk [click click] to make financial arrangements. The next to last step [click click] is filling out certain information on two report cards for each course. Then the final checkout and collection of materials is at the Registrar's desk. [click click] You will keep one schedule card for your own use. Although your college has a considerable number of requirements for graduation, there is an amazing amount of choice within this general pattern of requirements. As you sample various areas of study aimed at helping you to become a more effective citizen, or related to your vocational plans, you will have many exciting adventures into the reaches of mens' thinking and feeling. As you enter areas of study with which you have been previously unfamiliar, or only vaguely familiar, you may even feel the acceleration of the explorer. We wish you happy sailing and happy landing.