

- Enclosed are the applications for your travel course.
- Below is a reminder of the registration procedures.

### **Application Process Checklist:**

- \_\_\_ Spend the weekend developing your class roster. Decisions must be based on objective criteria. No travel course may exceed 28 students. No course will travel if there are less than 6 students registered without permission from the Associate Dean of Curriculum and the Provost.
- \_\_\_ Keep the Instructor copies (yellow) of both Application Parts I and II, and students' responses to Part II.
- \_\_\_ HAND DELIVER one copy of Application **Part I** to the Registrar, along with the orange ½ page cover sheet, of the individual students you wish to have registered for your course, by 12 noon on November 9th.
- \_\_\_ HAND DELIVER the white copy of the Application – **Part II** to the Dean of Students, along with the blue ½ page cover sheet, by 12 noon on November 9th. The Dean of Students Office will notify you of the requested information by morning, November 11th, as possible and appropriate.
- \_\_\_ As a result of the information you receive from the Dean of Students, contact the Registrar's Office **to make changes** to your roster **or to confirm** your roster by November 12<sup>th</sup>.
- \_\_\_ Students will be registered by the Registrar's Office. They can learn of their acceptance into your travel course online by November 13th.