

TO: All BGC Returning Students
FROM: Elena Pinto Simon
DATE: April 2008

Greetings, all!

Enclosed is your registration packet for fall 2008 course registration.

The process will formally begin on April 22, when students gather with the faculty to hear about plans and courses for the upcoming year. This package is meant to help give you a sense of what will be offered. Please read all materials carefully; a number of courses are new.

Our meeting on the 22nd will be in the Lecture Hall from 5pm to 6:15pm.
(Pizza will be served).

Please remember our process:

- 1) Come to our event on **April 22**, and listen to the faculty speak informally about their upcoming classes; there will be time for a question and answer session after the presentations.
- 2) Call your advisor to make an appointment with him/her and discuss your plans for fall. These meetings will be during their regular office hours, beginning the next day and ending at the end of the day on April 30th. It is up to you to make an appointment.
- 3) Meet with your advisor at the appointed time. Your advisor will review your file with you, (including progress to date with requirements, courses, language requirements, etc.) as well as talk with you about your fall schedule. Fill out your registration form (included in this packet), **and be sure to have your advisor sign it**. Once it is signed, bring the form over to Stephanie Adams's office at any point that week, and **no later than** April 30.
- 4) Please note that the course listed as Thesis Workshop is required for current first year students who will enter their second year in the fall. Thesis Workshop is intended for those who do not yet have an approved thesis topic. Thesis Seminar will be offered in the spring for those who have an approved topic and will complete the degree in two years. Fall Thesis Workshop **CARRIES WITH IT THREE CREDITS**.
- 6). Full-time students entering their second year will take 3 courses, including the Workshop, **AND** register for their internship,
- 7) All paperwork to register for summer and fall internships need to be taken care of by this date as well. By now, everyone should have met with me to review the many new opportunities that have opened up this term, as well as review all of our past possible options.

DO NOT HAND IN AN UNSIGNED REGISTRATION FORM; you will not be registered without a faculty signature.

This event in April is meant for all students who still have coursework to do, both MA and Ph.D., full and part time. If you have completed all coursework, you do not need to make an advisor appointment at this time.

Keep in mind, as well, that as second year students, you will be registering first – the incoming class will not register until June.

See you on April 22!

cc: BGC FACULTY