COMPREHENSIVE REGISTRATION & ADD/DROP GUIDE
Made with <3 by the Spring 2022 ExCo Committee
THE EXCO COMMITTEE

We are here to help and support you!

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* Email us individually or at exco@oberlin.edu
HOW TO REACH US

OFFICE HOURS
Make an appointment via email &/or check our drop-in hours on our website!

EMAIL
exco@oberlin.edu is your go-to for any questions!

FEEDBACK FORM
Google Form here!
“If I had to give one piece of advice to Oberlin students, it would be to take or teach an ExCo. It's such a uniquely Oberlin thing, and I promise that you will not regret taking that class on 3D printing, rock climbing, or toads. Through ExCo, I have been able to explore my existing interests and find new passions, I cannot express how awesome that feels.”

—2018 ExCo Instructor
PRE

SEMESTER

Things to be ready for!
COURSE CATALOGUE INFO

The ExCo Committee will send you a form in the lead-up to the semester where you will submit the following:

**COURSE DESCRIPTION**
Important information such as number of credits, things to expect, why someone should take this class, etc.

**SYLLABUS LINK**
An *updated* ExCo Committee approved syllabus in either google doc of pdf format.

**COURSE APPLICATION**
We recommend using google forms! Don’t forget to ask for contact info. Email us if you need help making one.
PUBLICIZE YOUR COURSE

Spread the word! Tell your friends and classmates, make posters (if you want), and dm @oberlinexco to get promoted on our socials!
EXCO AGREEMENT

1 Why?
We are an accredited department and need to make sure we are upholding a certain level of professionalism and educational success.

2 Where?
The ExCo Committee will email/share a copy of the agreement for you to *carefully* read and comprehend.

3 Please!
The most important thing! We took time to write it; please take time to review it.

Sign it!
(Virtually)
COMPLETE INSTRUCTOR ORIENTATION

100%  
(The score you must receive!)

POWERPOINT & VIDEO
Depending on the semester, we will either have an in-person presentation in the evening, or you will watch a Zoom recorded video. Either way, you will have access to a copy of the slides to reference!

GOOGLE FORM QUIZ
You may take it as many times as you need to; our goal is that you have a good understanding of all the vital information regarding teaching and managing ExCos.

* Once you receive full points on the quiz, within a few days you will receive a code from the ExCo Committee which you can use to register yourself as an instructor.
**EXCO FAIR PREP!**

- Make a fun poster for the table
- Print out syllabi for potential students to look at
- Make/print out a qr code of your course app for people to scan
- Make a contact interest sheet
- Bring stickers, candy, or anything else to help decorate & excite!
EXCO FAIR REMINDERS

- **TABLE ETIQUETTE**
  You will most likely be sharing a table with another ExCo/ set of instructors! Be friendly :)

- **COME EARLY**
  You are essentially faculty in an academic department; be professional and come half an hour early to set up!

- **WHAT WE PROVIDE**
  The only things the ExCo Committee will provide you with for the fair include a table, chairs, and some of our most worthy tape.

- **PROXIES**
  You MUST attend the ExCo Fair, regardless of the number of applications you may already have prior. If you *absolutely cannot* attend, you need to find a proxy in advance to stand in your place.
FIRST WEEK OF CLASSES
Add/drop period
KNOW THE DIFFERENCE:
AUDITING VERSUS FOR-CREDIT

- Students can take your course without registering for credit--these are called auditing students.
- Students who audit the course are still expected to show up to class, participate, do the assignments, and be respectful of their classmates and instructor(s).
- You (the instructor) will not need to submit a grade for them at the end of the semester.

- Depending on your course, students may register to take your class for credit: either 1 or 2 depending on the rigour, time commitment, assignment load, etc.
- These registered students will receive a Pass or No Pass grade you will submit at the end of the semester.

- Both kinds of students are valuable; you don’t want a class entirely made up of one or the other.
KNOW YOUR COURSE MAX

WANT TO INCREASE THE CAP?

- Send your cohort leader an email, cc-ing exco@oberlin.edu.
- Please include the current number, and your requested increased number. We'll let you know if that is doable, and if so will contact the registrar to get it fixed in OberView.

* The ExCo Committee has the right to deny your request, especially if you are a first time instructor.

THINK AHEAD

Your course max number is the total number of students you are allowed to teach at once--BOTH auditing students AND those taking for credit.
REGISTERING AS AN INSTRUCTOR

Please refer to the registration information & snapshots included in the instructor orientation slides.

OVERVIEW

- On OberView/Banner, you should be able to click on the number listed under “hours” for the course and adjust the number of credit hours.

C-SECTION

- Be sure that you are registering for the “C-section” of the course, which will give you the option to register for one more credit hour than your students will receive from the course.

NUMBER OF CREDITS

- If you're teaching a 1 credit course, you can get up to 2 credits for teaching it.
- Likewise, if you're teaching a 2 credit course, you can get up to 3 credits for teaching it.
REGISTRATION FAQs

Should I consent students into the C-section of my course?
No. The C-section on Oberview/Banner is solely for instructors. You will receive an email with the passcode to register for the c section. You should not share it with anyone else.

What happens if my registration codes aren’t working?
Email the Registrar at registrar@oberlin.edu.

What should I do when there are two sections of my course?
Pray to our Lord and Savior, Taylor Swift.
HOLD YOUR FIRST CLASS

BY END OF ADD/DROP

• You need to have one class meeting before add/drop ends, but it does not need to happen at your scheduled class time for the rest of the semester.
• You can hold an informal meeting as long as students have the opportunity to meet you and learn about the class prior to the end of Add/Drop.

TELL YOUR STUDENTS

• Let your students know about your ExCo’s official meeting time and location as soon as you know this information for sure. You for sure need to let them know 48 hours prior to the end of add/drop.
RESERVE YOUR ROOM

WHO TO CONTACT
Check out this nifty document!

LET US KNOW
Once you’ve figured out where you’re meeting, make sure you tell us, so we have it on record.

DETERMINE YOUR NEEDS
Do you need any AV equipment? A certain number of tables? A chalkboard?

ISSUES?
Email us at exco@oberlin.edu
Direct any questions or concerns towards your Cohort Leader; they’re there to help you!

COHORTS?

- Every exco is placed in a cohort for the semester with 10-18 other courses, grouped by type of class (practicum or discussion-based) and subject (music, for instance).
- A member of the ExCo Committee will be your cohort leader; expect lots of emails from them with important info and reminders!
LOOKING AHEAD...

No need to stress!
INSTRUCTOR ASSIGNMENTS

- Goal Setting Paper
- Final Survey
- Cohort Meeting
- Auditing Assignment
RESOURCES GALORE!

SYLLABUS
Lost? Click here!

POLICY DOC
Give it a read!

OTHER
Fun funky guide!
HAVE A GREAT SEMESTER!

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A PICTURE IS WORTH A THOUSAND WORDS