Prospective/Entering Student Frequently Asked Questions:

How will the registrar's office contact me?
The registrar's office will always contact you through your Colby-Sawyer e-mail account. We will not send e-mails to your personal e-mail. Check your account often. Other offices will contact you this way as well!

Who is my advisor?
From the time you deposit until the end of the summer your advisor will be someone who works in the registrar's office. Once advisors are back on campus (in late summer) you will be assigned an advisor based on your major. You will meet with your new advisor when you arrive on campus.

What if I have AP credits?
If you have taken AP exams, and scored 3 or higher, you should send us your scores. There is not a limit to how many AP courses you can submit. If you are a nursing major there are certain limitations; you need an AP score of 4 or higher to bring in credits for psychology and we can't bring in credits for human anatomy. Here are the most common AP tests and the CSC equivalents but we **do** accept other scores:

AP Biology	BIO106 (Science exploration course)
AP Art – Drawing	ART110
AP Art – Design (2D or 3D)	GD125
Calculus AB or BC	MAT221
English Language and Composition	WRT101
English Literature and Composition	Literature exploration course
Environmental Science	ENV120 (Science exploration course)
Psychology	PSY101 (Social Science exploration course)
Statistics	MAT220
US History	HIS103 (History exploration course)
US Government & Politics	POL101 (Social Science exploration course)
Comparative Government & Politics	POL100
World History	HIS218 (History exploration course)
Physics B	PHY101 and PHY102 (Science exploration course)

My AP scores are on my high school transcript, does that mean I do not have to send them in?
We cannot take college courses or AP scores from your high school transcript. We need to have the scores right from the College Board.

What if I don't know my AP score, should I still be registered in the class?
If, for example, you took AP psychology and have not taken the AP test yet or do not know your score, and your major requires you to take PSY101, then you should be registered in the class. You can always drop the course if it turns out you scored high enough to receive credits for the class. We will send you an e-mail telling you to drop the class.

What if I am in high school taking college courses?
College course taken while in high school are generally accepted. You must earn at least a C in the course for the credits to transfer to CSC. As soon as possible, you must have your *official* transcript sent directly to the registrar's office: Registrar's Office, Colby-Sawyer College, 541 Main St., New London, NH 03257. Some colleges will e-mail official transcripts; these can be e-mailed to registrar@colby-sawyer.edu

What if I don't have my final grade for my college course, should I still be registered in the class?

If, for example, you are taking a college math class and do not have your final grade we recommend that we register you for a math class (if your major requires you to take a math class first semester). You can always drop the course if it turns out you scored high enough to receive credits for the class. We will send you an e-mail telling you to drop the class.

What if I am out of high school and have been attending another college/colleges and I wish to transfer in my credits?
This office works closely with the admissions office and through your admissions counselor you should have received a transfer evaluation document. If you have not, please contact your admissions counselor. Using your evaluation, you will know which courses you still need to take and for which courses you are receiving credit. Remember, you must earn at least a C to transfer in credits. There are some restrictions for nursing students. Courses will only transfer in if we have a completed official transcript that contains all final grades.

What if I am a student athlete?
When registering student athletes we try to have your latest course in the day end by 3:40. This is not always possible. Remember academics come first and we must register you for all of the courses required by your major. Coaches are well aware that some courses meet in the late afternoon.

What if I am in the Wesson Honors Program?
If you are in the Wesson Honors Program, you **must** be registered in an honors FYI course. We usually offer two different honor sections, that are coded with 'HN' in the section letter of the course (FYS101 D-HN).

How do I know what classes I need to be registered for?
Each major has a registration guide that tells us what courses you need to take during your first semester. If you do not have a copy of the registration guide you can e-mail our office and we can provide one to you.

When will I have my schedule?
Our office will have schedules completed by the Summer Pre-Orientation event in June. At this event, you will be given instructions on where to locate your schedule and how you can make adjustments to your schedule. All registration changes will be completed by you online from this point forward. You have until the end of the add/drop period to make changes to your schedule.

How many classes should I be registered for?
A typical credit load is 16 credits per semester, usually made up of four courses. Some majors will have a semester that carries a few less credits or a few more credits. Refer to your major's registration sequence outlined in the college catalog.

What if I am trying to change my schedule but the class I want is full?
It is always good practice to add yourself to the waitlist. Always be sure that you are carrying a full credit load not counting the waitlisted course credits.

How do I come off the waitlist?
There is no guarantee that you will come off the waitlist, which is why it is important to have a full schedule without the waitlisted course. If a seat does become available you will receive an e-mail (CSC e-mail) asking you if you want the seat. If you do, you have a limited amount of time to accept the seat. If you miss the deadline, your name will be automatically dropped from the waitlist. If any course on your current schedule has a time conflict, you may need to drop that course before you can accept the seat that was offered.

What does it mean if I am in a course that is a 'hybrid'?
Hybrid courses have two settings; in a classroom and online.

What does it mean if my course has 'ARR' listed instead of a class meeting time or specific room?

There are a variety of reasons why a class may be by arrangement (ARR). If you have a course on your schedule that is by arrangement the professor will contact you prior to the start of the course and find a common time to meet.

What if I want to change my major or add a minor?
Prior to the start of the term, please e-mail the registrar if you want to change your major or add a minor (registrar@colby-sawyer.edu). Once you are on campus you may make this request by filling out a 'Change of Major, Minor, Certificate or Track' form found on myRegistrar.

What if I want to double major?
This process may not be done with a form and must wait until you are on campus and taking classes. The process to declare a second major is found in the college catalog.