HILLSDALE COLLEGE
REGISTRAR OFFICE
Fall 2023
INFORMATION FOR NEW STUDENTS

Access to Academic Information

Students have online access to their academic information through the **Self Service** application. In preparation for the Fall semester, please use **Self Service** to see your class schedule, your test scores (AP, IB, CLEP, language placement) and your college transfer work.

Academic Things You Need to Do

1. Complete the online, new student form entitled "Class Preference."
2. Be sure that you've sent your <u>final</u> college transcripts and/or score reports.
3. Take the Hillsdale Language Placement test **by June 27**, as described below:

   <u>Bachelor of Arts students</u>: If you have any current proficiency in a modern or classical language, it is <u>required</u> that you take Hillsdale's Placement Test in that language. If you have no proficiency, you need not take the placement test.

   <u>Bachelor of Science students</u>: If you have any current proficiency in a modern or classical language, it is <u>recommended</u> that you take Hillsdale's Placement Test in that language so that you can make informed decisions about your academic plan.

   - Prior to taking a language placement exam, please follow the enclosed directions from Information Technology Services (ITS) to gain access to the Hillsdale network.

   - Next, visit <u>canvas.hillsdale.edu</u> and log in with your Hillsdale College email address (<u>username@hillsdale.edu</u>) and password. Finally, click the course title Language Placement Exam – Fall 23 on the Dashboard. Follow the instructions to access the relevant exam.

   - For French and Spanish language placement exams, please visit <u>https://app.emmersion.ai/link/13ffad0b5f</u>. You will be invited to create an account with your new Hillsdale email address and your student ID. Your student ID can be found in the enclosed ITS Instructions.

Your Initial Class Schedule

The Registrar's Office will construct your initial class schedule in early August, using information including: (1) the Class Preference form; (2) your AP, IB and CLEP score reports; (3) your transcripts from other colleges; (4) your performance on any Hillsdale Language Placement tests, and; (5) Hillsdale's core curriculum scheduling guidelines.

Once constructed, your initial class schedule will be available to you in **Self Service**, under the **Student Planning** menu. We ask that you not request changes to your schedule unless you have been enrolled in a course for which credit was already given or is expected.

Further, we ask that you not attempt to make changes to your schedule through Self Service. During Orientation, you will have the opportunity to make changes to your schedule with the guidance of your Faculty advisor. More information will be provided at Orientation regarding procedures for making class schedule changes.

If you have questions or need assistance, contact us at RegistrarIncomingClass@Hillsdale.edu.

The Registrar's Office

Among other things, the Registrar's Office oversees student academic records, class registration, transfer credit evaluation, requests for official transcripts, educational planning, and the general administration of the College's academic rules, and procedures. Located on the lower level of Central Hall, the Registrar's Office is open from 8:30 a.m. to 5:00 p.m. during the school year. We welcome your correspondences and visits.

Douglas McArthur   Lacey McConnell
Registrar   Assistant Registrar