



HOW TO COMPLETE YOUR COURSE PREFERENCE SURVEY

2023-2024

DUE: May 31, 2023

Let's get started planning your first semester at Randolph!

This guide is intended to provide instruction and support for you as you consider the coursework you would like to study at the College. The *Course Preference Survey* is a starting point – we expect there to be adjustments as we move through the summer months and into Fall Orientation. The form is designed to capture your preferences in terms of the classes you would like to take so that our academic advising staff can place you in courses that align with your academic goals and objectives.

The form is due by May 31, 2023. Registration for courses is based on WHEN you submit the Course Preference Survey; the earlier you submit this completed form, the better.

Step 1:

Spend some time reviewing this guide before you get started with the on-line form.

Step 2:

Allow yourself about **45 minutes** to complete the form. Please complete this form in its entirety prior to final submission. You can edit your response. In order for this setting to work properly, you must use the same device and web browser you used to start the survey on because a cookie is stored in your browser that remembers your survey responses. Once you have completed your submission, you cannot reenter it.

Sections included in this form address:

- * Student Information
- * Academic Information
- * Math Information
- * Course Preferences and Selections

A preliminary course registration will be completed for you based on your responses to this form. Registration questions and adjustments can be add

Step 3:

Get started with the on-line form, the [Course Preference Survey](#). The link to the form is also available to you via email.

You should have your high school information and testing results on hand for reference as you complete the form. The form consists of several sections:

- **Student Information** – Let us know who you are.
- **Academic Information** – Let us know your academic goals.
- **Math Information** – Tell us about your math background.
- **Course Preferences and Selection** – Choose 4 different classes (no more than two courses from the same department) for **each** of the TAKE2 sessions, 1 and 2; choose a language of interest; and choose up to 4 partial credit courses that interest you. A course listing with descriptions is available on the new student webpage.

All first-year students are required to complete the course called **Life More Abundant (LMA 1101)** in the first session of the semester (4 credits). This course is intended to expose students to a variety of different disciplinary traditions and approaches through the exploration of contemporary issues and questions in society, and to provide an intellectual experience common to all students in an entering class. It will include academic skills workshops and a selection of required out-of-class activities. Your instructor for LMA 101 will be your academic advisor. ***You will be registered automatically for LMA 1101 this fall.***

WRIT 1103 is required for all first year students unless you have dual enrollment or AP/IB credit for the course. You will take WRIT 1103 at some point during the year but not necessarily in the first two sessions.

Step 4:

Be sure to send your scores from the **Advanced Placement (AP)** Program, the **International Baccalaureate (IB)** Program, the **GCE A Level examinations**, or transfer credit and **dual enrollment** credit to the Registrar Office at Randolph College. Some results may not be available until July. Your Faculty Advisor will make adjustments as necessary when you meet at Fall Orientation. For questions on exam results or placement, contact Kim Sheldon, at ksheldon@randolphcollege.edu.

Step 5:

Complete any required **on-line placement testing** for math or languages. Kim Sheldon will notify you via email if you are required to complete any placement tests.

I've submitted my form. Now what happens?

Our Master Advisors will complete a course registration for you based on your responses to this form by June 10 (provided your form arrives by May 31) and register you for the courses manually.

You will be able to confirm your registration at one of the online **"Get Ready for Randolph" Summer Advising Sessions** on *June 24*. This **optional** session is designed to introduce you to current students, staff, and faculty at the College. Registration questions and adjustments can be addressed during the June session or at Fall Orientation as well.

Housing assignments will be available on or around July 15. You will be able to view your housing assignment on the Portal (inside.randolphcollege.edu) on the “Student” tab.

Your Faculty Advisor, whom you will meet during Fall Orientation, will be a primary resource person—one who will not only help you finalize a program of study but also assist you with transition issues and offer options that will affect other aspects of your college experience. Your Faculty Advisor will be your instructor for LMA 1101.

What else should I be doing?

A. You can register for the “**Get Ready for Randolph**” session in June [here](#). All first-year students will attend Fall Orientation beginning August 20. Move-in dates vary depending on your activities so check out the enrollment calendar for more information. Classes begin on August 24, 2023.

B. Be sure to sign into the Portal, your one-stop shop for all Randolph information. When you deposited, you received an email with your log-in and password for the Portal (inside.randolphcollege.edu). If you did not receive an email with your log-in and password for the Portal, contact Emily Sorensen at esorensen@randolphcollege.edu.

C. Be sure to work on completing the other ***required forms*** for enrollment at Randolph.

You can find these forms and much more at www.randolphcollege.edu/newstudents.

POINTS TO KEEP IN MIND IN PLANNING

YOUR FIRST-SEMESTER PROGRAM OF STUDY

- A list of ***First-Semester Courses Open to First-Year Students*** is available on the New Student webpage. Normally, advanced level courses (2200- , 3300- , and 4400-level courses) are not open to first-year students, so unless you qualify for advanced placement or complete a prerequisite, the courses on this list are the only ones in which you can enroll in your first semester.
- Many of the courses will qualify as part of Randolph's General Education Program. In general, you don't need to worry about requirements at this time. At your advising meetings during Fall Orientation, your Faculty Advisor will explain Randolph's requirements and work with you to ensure that you are making progress to fulfill them.
- Choose a subject that is new to you.
- Your first-year program of study **must include subjects in at least four different departments**. This is a degree requirement.
- If you think you know the subject area in which you might major, include a course to explore that interest further.
- If you plan to continue in college any subject that you studied in high school, it will be to your advantage to include it in your first-semester program. Your Faculty Advisor will help determine the appropriate level of these courses.
- Choose courses that are balanced in terms of types of material and the work involved. Some courses require frequent writing outside of class; others require extensive reading but few written assignments. Some have assignments due each class meeting; others have primarily long-range projects. For most students, it is advisable to choose a variety of courses in each semester.
- If you qualify for credit or placement resulting from Advanced Placement (AP), the International Baccalaureate (IB) Program, GCE A Level, or transfer credit, it will have an effect on the course level you elect in the discipline. In addition to discussing your course selections during advising meetings, your Faculty Advisor will help ensure you are enrolled in the level at which you should begin your college work in certain disciplines.