

May 12th, 2009

Dear Babson First Year Student,

You have been selected to participate in a pilot program to register **online** for your fall semester courses. The fall academic schedules for Babson first year students have historically been created by the Office of Academic Services; this summer however, we have decided to assemble a small “pilot” group of incoming first year students to individually register online for their fall courses. Based on your participation in this pilot, and the feedback we receive, our hope is to move to entirely online registration process for all incoming first year students by the summer of 2010.

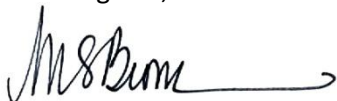
Before beginning the online registration process, there are some important details you should know:

- **Pre-registration tutorial:** You are required to complete the online registration tutorial which will take approximately 18 minutes to complete. This tutorial will provide you with all of the necessary background information needed to successfully register for your fall courses. **You should not register for your courses before completing this tutorial.** The registration tutorial can be found at the following online location: <http://www.babson.edu/breeze/ug/schedulingPilot/index.htm>. You may also access this tutorial directly through the Babson Class of 2013 website: <http://www.babson.edu/classof2013>.
- **Registration period:** You will be granted online access to register for you fall courses beginning Monday, June 1st at 8:30 a.m. through Friday, June 11th at 4:30 p.m. You will not be permitted to register for courses before or after this two week window. If you should wish to make changes to your schedule after registration closes on June 11th, you will need to contact the Office of Academic Services (academicervices@babson.edu).
- **Contacts for questions or concerns:** Your primary contact for the online registration process is Michele Brown, Senior Program Manager of First Year Programs in the Office of Academic Services. You may reach Michele via email: mbrown5@babson.edu, or via telephone: (781)239-4075. If you are unable to reach Michele, your next point of contact is Rob Major, Associate Dean of First Year Programs. You may also reach Rob via email: majorr@babson.edu, or via telephone: (781)239-4075.

Once again, please first complete the online registration tutorial. When you have done so, you may register your courses during the two week registration window from June 1st- June 11th. Do not hesitate to contact Michele Brown or Rob Major should you have questions or encounter any registration difficulties.

Thank you for your participation in our online registration pilot group! You are a part of an exciting initiative that will positively impact future incoming first year students.

Best regards,



Michele S. Brown
Senior Program Manager, First Year Programs
Academic Services, Babson College