

This semester you will be completing Division I and beginning to develop your Division II concentration. Some of you may have an outstanding requirement (ie. distribution, elective or CEL-1 hours) to fulfill this fall; this will not prevent you from beginning to formulate your Division II concentration with your peers.

This letter is also a time for me to introduce myself to those of you who don't know me. I am the Associate Dean of Advising primarily devoted to assisting students in developing, thinking about, and trouble-shooting (if necessary) their Division IIs. I work with students in their third through fifth semesters, covering any academic questions/issues/struggles. If you have ANY questions about your Division II that you want to talk over, you can certainly talk with your advisor, but you should also not hesitate to call CASA (at x5498) for an appointment with me, or get in touch by email (zclift@hampshire.edu).

This fall, students who entered in Fall 2015 as first-years, and Fall 2016 transfer students, will participate in a **mandatory** process designed to help you identify faculty to work with in Division II. **Even if you are fulfilling a remaining requirement for Division I, you will be expected to participate to be on track to pass Division I and file Division II no later than the Division II filing deadline of February 16, 2017.** By late October, you will have an assigned chair **and** a member assigned as your Division II committee. If you have already identified faculty to work with, be sure to enter their names on the request form, and indicate you communicated with this person.

In **September/early October** there will be a number of events organized by the Center for Academic Support and Advising (CASA), the Academic Schools, and Programs to help students learn about possible areas of concentration, programs, and faculty. Be sure to check your *Hampshire* email and the *Intranet* for dates/locations of CASA and other workshops.

Timeline for fall:

- **By September 30th:** You must fill out and submit a Division II Committee request on TheHub. The form is fairly brief and asks for some same information that will become part of your Division II contract. Log on to TheHub, click "Division II". On the left menu, click "committee request". Fill out accordingly. You are asked to list 1-3 areas of study and 3-5 possible faculty members, and characterize your concentration interests and goals. At this stage, the ideas and information on the request form are expected to be conversation starters, necessarily not as fully formed and detailed as on the Division II contract. Faculty will be able to locate students by study area, by other faculty requested and by student name, so be sure to keep this in mind when filling out the form.
- **October 1st through October 15th:** Faculty members will indicate on your request form whether they agree to chair, and/or member. You are encouraged to speak to faculty you have included in your form, and you will hear for sure who your committee will be at the same time as the other students participating.

Frequently Asked Questions:

Q: *What if I miss the deadline to submit the form?*

A: You will not be able to complete the form online. Contact CASA at x 5498 or advising@hampshire.edu to speak to a Dean.

Q: *What if the faculty members I'm interested in is listed as on leave or sabbatical?*

A: You can include them in your faculty list, but it's possible that they will only be available to meet with you once until they have returned to campus.

Q: *If I have spoken to a faculty member and they have agreed to serve on my committee, do I need to do anything more than indicate I have spoken with them?*

A: Yes, use the **What Else?** Box to indicate who those faculty are.

Q: *How do I find out who my committee will be?*

A: In late October you will receive an email directing you to check your Division II forms on TheHub to see who your chairperson and member will be. It is important that you follow up with your committee **in person**.

Q: *Who will authorize me to pre-register for next semester's classes?*

A: You are encouraged to speak to your new Division II chair about your course selections, but your Division I advisor will authorize you to pre-register. They will remain your official advisor until you complete your Division II contract on TheHub and is signed by your committee.

Please read the next pages for how to fill out the form. We wish you the best for a productive semester; feel free to contact Associate Deans Ernie Alleva or Zena Clift in CASA with any questions or concerns. Have a great semester!