

To: Spring Term 2009 Freshman Seminar Faculty
From: Freshman Seminar Program Office
Date: December 15, 2008
Subject: How to Review Your Freshman Seminar Applications

SPRING 2009 TIMELINE

Freshmen submit online applications to spring term freshman seminars, starting Monday, December 1st at 9:00 AM, ending Wednesday, January 7th at 9:00 AM. As early as Monday, January 5th, you may *preview* applications to your seminar as a head start on your selection process. However, material viewed prior to the deadline is preliminary. Your online roster is due by Friday, January 9th at 12:00 noon. We run a match between your offers and student choices, notifying freshmen of a seminar assignment by 5:00 PM. Freshmen may accept or decline an assignment by Wednesday, January 14th at 9:00 AM. We post all open slots by noontime, encouraging freshmen to contact you directly for placement in your seminar. You may accept or decline additional students at your discretion until Study Card Day, Wednesday, February 4th. Please contact us with your questions, requests, or updates.

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Step by Step Instructions

HOW TO LOGON

- Go to <http://freshsem.fas.harvard.edu/faculty> You will be prompted to enter your HUID and PIN. Once the page opens, click on your seminar to begin the process of reviewing applications.

HOW TO REVIEW APPLICATIONS

- **View all applications to this seminar**
This option displays the name and contact information for each student, information about tentative concentration and career plans, as well as the essay(s). You may download or print the applications for easier reading.
- **Accept/Deny students for this seminar**
This option lists all students who have applied to your seminar. The default status is “accept,” so you will see a check mark next to each name. If a student has not completed the essay, the check mark is removed for a status of “deny.”

You are encouraged to accept all students who meet your criteria for admission, even in excess of the 10-15 enrollment limit. We have two goals in seminar placement: to fill all seminars to capacity and to give as many students as possible their first seminar choice. Students may apply to as many seminars as they wish and rank them according to their level of interest. We run a matching algorithm to place each student into the seminar that she or he has ranked most highly, factoring in preferences of faculty and preferences of other students.

- **Rank Applications to this seminar (optional)**
You have the option of ranking students after you set accept/deny based on information from essays, interviews, or information session. You have three ranking options:

- * **NO PREFERENCE:** By leaving the rank boxes blank, you indicate no order of preference among accepted students. This option places students in your seminar based on the random number assigned to them by the application system without reference to the ranking they have given your seminar, until as many as possible of the slots have been filled.

* **SEQUENTIAL ORDER PREFERENCE:** You may rank students in sequential order (1, 2, 3, 4, etc.) or clump them into ordered groups (any number of equally acceptable students may be ranked “1” and the next group of equally acceptable students “2”, etc.) The first method allows you to designate the exact order in which spaces will be filled depending on the availability of each student. The second method does not draw distinctions among individual students who will be randomized within the “group” that you designate.

* **FIRST CHOICE PRERERENCE:** Only if a student has ranked your seminar a first choice, you will see it marked as “Student’s First Choice?” If you wish to give preference to these keepers, you may indicate “1” for each student in this group, and “2” for your next preferred group, and so on.

If you rank more than 12 students with a “1” then those who have ranked your seminar as their first choice will be admitted first; if more than 12 students have marked your seminar as their first choice, they will be selected randomly from within the group. **Keep in mind that if you rank a student with a “1” and they have not marked your seminar as their #1, the matching algorithm will attempt to place that student in their #1 choice first!** If you select exactly 12 students who have ranked your seminar as their first choice, the matching algorithm should place them into your seminar.

- **View list of students assigned to this seminar**

After the algorithm is run, you may view the list of students assigned to your seminar. This list will automatically display whether a student accepts (“confirmed”) or declines the slot. Students added to open slots after the first day of classes will not appear on this list. However, after Study Card Day, all students enrolled in your seminar will be listed on your seminar iSite.

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IMPORTANT SPRING TERM DATES

Monday, December 1	Online application opens to freshmen 9 AM.
Monday, January 5	Faculty preview period begins 9 AM. Optional information meetings and interviews scheduled by instructors.
Tuesday, January 6	Optional information meetings and interviews scheduled by instructors.
Wednesday, January 7	Online application closes to freshmen 9 AM. Faculty review period begins 12 N.
Friday, January 9	Faculty review period ends 12 N. Algorithm run. Freshmen notified of placement by email 5 PM.
Wednesday, January 14	Freshmen accept/decline reply due by 9 AM. All seminar openings posted by 12 N. Placement by request continues through first day of classes.
Wednesday, January 28	First day of spring term classes.
Wednesday, February 4	Freshman study card day. Final enrollment numbers confirmed.

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Questions? Please contact The Freshman Seminar Program
617-495-1523 or seminars@fas.harvard.edu