

To: Spring Term Freshman Seminar Faculty  
Date: November 12, 2008  
Re: Online Application Preparation for Spring 2009

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## Spring 2009 Timeline (see attached calendar)

Freshmen submit online applications to spring term freshman seminars, starting Monday, December 1<sup>st</sup> at 9:00 AM, ending Wednesday, January 7<sup>th</sup> at 9:00 AM. As early as Monday, January 5<sup>th</sup>, 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 9<sup>th</sup> 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 until Wednesday, January 14<sup>th</sup> 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. We will send you detailed instructions about "How To Review Your Freshman Seminar Applications" by mid-December.

If you have any questions or special requests about the application, review, or admission process, please contact us at 495-1523 or [seminars@fas.harvard.edu](mailto:seminars@fas.harvard.edu). Additional information is posted on our website at <http://www.fas.harvard.edu/seminars>

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## Online Application Material

Please send us your answers to the two questions (below) so that we may create your online Spring 2009 freshman seminar application. Please reply by Wednesday, November 26<sup>th</sup> at 5:00 PM to [seminars@fas.harvard.edu](mailto:seminars@fas.harvard.edu)

### 1. Would you like to add a second essay question (in addition to the standard question)?

Every student is asked to write an essay in response to the standard question: "Why would you like to be a member of this particular seminar? Have you had any experience that you think might be relevant to the work of this seminar?" You may add a second question specific to your seminar. If so, please send the text of your extra question to [seminars@fas.harvard.edu](mailto:seminars@fas.harvard.edu)

### 2. How will you select students?

The number of applications received by each seminar is unpredictable: some seminars may be over-subscribed by a factor of 20, while others may receive a small, dedicated pool of applicants. If you plan to host an information meeting or to conduct interviews with finalists as part of your selection process, please send confirmation of your plans to [seminars@fas.harvard.edu](mailto:seminars@fas.harvard.edu)

- **I will select students based on written applications only.**  
This is the option chosen by most instructors.
- **I will hold an information meeting.**  
A few seminar instructors hold information meetings to discuss the topic, structure, reading, and assignments with prospective students prior to the application deadline. We have set aside Monday, January 5<sup>th</sup> and Tuesday, January 6<sup>th</sup> for these meetings. We will schedule a room and inform students based on your instructions.
- **I will interview finalists.**  
A very few seminar instructors meet with a shortlist of finalists to discuss their interests and to confirm their final selection. This is a time-consuming process, so please allot 10-20 minutes per interview. We have set aside Monday, January 5<sup>th</sup> and Tuesday, January 6<sup>th</sup> for these interviews. We will schedule a room and coordinate sign-up based on your instructions.