Use WebAdvisor for descriptions of new courses and for changes to courses that have occurred since the publication last April of the Course Announcement 2008-2009.

Select course on the web—Read the instructions on the next page!

This booklet can be found electronically at http://intranet.risd.edu -> Campus Index -> Registrar
INSTRUCTIONS FOR SPRING 2009
ADDITIONAL INFORMATION IS ON THE REGISTRAR’S OFFICE PAGE OF THE RISD INTRANET.

Who may register and when:
November/December Course Selection/Registration for Spring 2009 is for currently enrolled RISD degree students as well as visiting, mobility, and exchange students. Special students and students from Brown must wait until February to register.

Note to Freshmen: This booklet and the instructions contained herein are for upper class students. Your class schedule for the Spring term for Foundation studios will be available on WebAdvisor in early January and special instructions for selecting a Liberal Arts course will be on the Registrar’s Office intranet page. In the meantime, if you have questions about your schedule, contact the Registrar located at 20 Washington Place, or contact the Foundation Studies Office in the Waterman Building.

What Do I Need to Select Courses?
The Schedule of Classes booklet now in your hands and the 2008-2009 Course Announcement. Also, you will want to check the list of last minute changes to courses which is posted just prior to course selection/registration on the Registrar’s Office intranet page. The changes on this last minute document appear on WebAdvisor, as well.

Most students have already been enrolled in major classes by their department. Changes to major courses (see WebAdvisor for your schedule) require the approval of your department and you will not be able to change them on WebAdvisor. If no courses are listed, you should contact your department prior to attempting to register on WebAdvisor, except if you are a senior or junior majoring in Illustration. Seniors and juniors in Illustration are requested to register on the web (or by drop off) for major courses as well as Liberal Arts courses.

Extra paper copies of the 2008-2009 Course Announcement are available for purchase in the Bookstore or for view in the Registrar’s Office and the RISD Library.

READ THIS SECTION
Information on Web Registration!!
It is usually to your advantage to select courses on the web at your appointed time instead of dropping off your form or coming in person. Form processing and in person assistance occur only during regular business hours, which are always after the time for you to get on the web. This means there is a time advantage for students who self-register using WebAdvisor. Additional instructions on registration and other advantages for choosing to self-register on the web are listed on the Registrar’s Office intranet page.

Seniors and Graduate Students
Course selection via WebAdvisor begins Tuesday, December 2. Check WebAdvisor for your course selection time. More information is on the Registrar’s Office page of the RISD Intranet.

Alternatively, course selection for graduate students and seniors is by form drop off with a deadline of 4:30pm on Monday, December 1. Follow the instructions on the special drop-off course request form available from the Registrar’s Office. The forms will be processed starting on December 3 by priority group, and by random lottery within group. Confirmations will be sent to mailboxes within a day or two. Check your campus mailbox by December 4!

Sophomores and Juniors
Course Selection via WebAdvisor is by appointment on Saturday, December 6. Your appointment is on WebAdvisor. The Registrar’s Office will not be open on Saturday, but emails to registrar@risd.edu will be answered.

If you choose not to use WebAdvisor, or if you need additional help with registration, you may come in person to the Registrar’s Office on the first floor of 20 Washington Place on Monday, December 8.

If you absolutely cannot make your WebAdvisor appointment on Saturday, there are several options: (1) register via WebAdvisor after your appointed time; (2) have a friend register for you, using your username and password at your appointed time; (3) contact the Registrar’s Office beforehand, drop off your form, and we will register for you on Monday, December 8 in the morning.

If you don’t know how to select courses in order to meet graduation requirements, or if you need advice when doing so, ask for help from your major adviser or come to the Registrar’s Office before your day to register!!

Advising:
Monday - Monday, November 17 - December 1 is set aside as the registration advising period. In order to provide more comprehensive advising coverage in preparation for registration and course selection, departments will be available in their offices during these days. You must seek advisement and special course approvals at that time or before.

Reasons for you to see a department (either your own or another) in advance of registration include the following:

a) advice for majors and correction of any problems stemming from departmental preregistration;
b) override of course restrictions or prerequisite, where appropriate to do so;
c) seek written instructor or department permission to enter courses which require it (you cannot register for these classes on WebAdvisor, so be sure to turn in your written approval to the Registrar’s Office);
d) advise graduate students who wish to take an alternative to a graduate seminar;
e) assistance with choice of non-major studio electives;
f) get more detailed information on specific courses than is available in the *Course Announcement*.

Check with department advising offices during the week of November 10 for accurate times.

**Enrollment limits:**
You must enroll in twelve to fifteen credits, not more than 6 credits of which are in Liberal Arts courses. An additional course (up to a total of 18 credits) may be selected during add/drop beginning on February 16, 2009.

Reduced course load status, i.e., less than twelve credits, is not allowed except by special permission from the Academic Standing Committee. See the Registrar for more information.

**Course approval signatures and planning for closed courses:**
Enrollment in certain courses requires an instructor's permission or departmental consent. If you have not been successful in reaching the course instructor, seek help from the head of the department offering the course. Obtain the signatures prior to registration day. Also, you cannot register via WebAdvisor for any course which requires written instructor or department consent; you must drop off your form.

As you know from reading the *Course Announcement* and the *Schedule of Classes*, some courses are reserved for students in a particular major, program or class. If you are not in the particular group, but wish to enroll, then you must receive written approval on the Course Request Form from the instructor or department head. The special restrictions are coded according to the table below.

| CLASS AND PROGRAM CODES used in this Schedule |
|-----------------|-----------------|-----------------|
| SOPH Sophonores | SENR Seniors    | UG Undergraduate|

Inevitably, courses will close during the course selection process, so use the Search for Classes feature of WebAdvisor and decide upon substitutes prior to registration day. This will speed up your registration and help you to avoid hasty on-the-spot decisions.

**Special situations:**
*Your registration has been completed by your department:* If your Course Request Form already lists at least 12 credits and you do not intend to select additional credit, then you need not participate in this registration because your registration is already complete.

*Cross-Registration with Brown University:* RISD students may cross-register for Brown classes beginning on January 21, the first day of classes at Brown. Forms and instructions are available on an ongoing basis from the Registrar’s Office at RISD. Brown students may cross-register at RISD beginning the first day of RISD classes, February 16.

**REGISTRATION CHANGES AND ADD/DROP**
WebAdvisor will be available for adding or dropping classes until February 8. Paper forms are not needed for transactions done on the web, but a class must have available seats in order to add it via the web.

The official Add/Drop period begins on February 16, 2009, which is the first day of classes for Spring. At this time, all transactions are done using the paper Add/Drop Form, and all course additions must have the written consent of the instructor. At any time up until the deadline for doing so, you may drop a course using the paper form and you do not need to have the instructor’s signature. Forms to add a course cannot be accepted in the Registrar's Office prior to February 16.

**Student Schedule**
If you register on the web, print your own schedule. If you register in person, you are given a paper class schedule when you register. Either way, in February, when you return for the Spring, look for your final Spring 2009 Class Schedule on Web Advisor (http://intranet.risd.edu). You may print a copy from there since copies will not be placed in your campus mailbox. WebAdvisor shows up-to-date information regarding classrooms, course times, cancellations and other possible changes that might have been made since the time you registered for classes in early December.

**Tuition Payment and Financial “Holds”**
Tuition arrangements for Spring are to be made with Student Accounts (20WP) by January 10, 2009. Financial arrangements must be made, or the tuition bill paid, by the due date, or your account will be assessed a late fee of $175.00.

If your student account is in arrears from prior terms, you may be prevented from selecting courses for Spring until satisfactory arrangements for payment are made. If you have concerns about your account, contact Student Accounts on the first floor of 20 Washington Place.

**Extra Credit Charges**
Extra credit charges will be assessed for credits in excess of 36 total attempted for the academic year. Classes taken as an auditor (AUD grade) and classes with “W” (Withdrawal grade) do count toward the maximum of 36 allowed, as do Summer internships from Summer 2008. See the 2008 - 2009 *Course Announcement* for further information.
### ACADEMIC CALENDAR AND COURSE SELECTION DATES

#### SPRING SEMESTER 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 17 - Dec 1</td>
<td>Advising/permission period for Sp '09 registration. Last chance for advising and special course approvals</td>
</tr>
<tr>
<td>December 1</td>
<td>Deadline for seniors and grad students to drop-off Course Requests if not registering on the web</td>
</tr>
<tr>
<td>December 2</td>
<td>Web registration opens for grads and seniors (by appointment)</td>
</tr>
<tr>
<td>December 4</td>
<td>Grad students and seniors resolve problems from drop-off registration</td>
</tr>
<tr>
<td>December 6</td>
<td>Course selection on the web for juniors and sophomores, by appointment.</td>
</tr>
<tr>
<td>December 8</td>
<td>Course selection in the Registrar’s Office for juniors and sophomores who did not web register</td>
</tr>
<tr>
<td>January 21, 2009</td>
<td>Spring classes begin at Brown Univ. First day for RISD degree candidates to register for a Brown course through Cross-Registration Program</td>
</tr>
<tr>
<td>February 12, 2009</td>
<td>Course selection, by appointment, for new RISD students, readmits, and new Visiting, Mobility and Exchange Program students</td>
</tr>
<tr>
<td>February 16, 2009</td>
<td>First class day First day of Add/Drop First day of Special Student registration and Brown student Cross-Registration at RISD</td>
</tr>
<tr>
<td>February 23, 2009</td>
<td>Last day of Add/Drop and registration</td>
</tr>
<tr>
<td>February 24, 2009</td>
<td>Course Withdrawal Period (with a grade of &quot;W&quot;) begins</td>
</tr>
<tr>
<td>March 21, 2009</td>
<td>Spring recess begins and goes through March 29</td>
</tr>
<tr>
<td>April 3, 2009</td>
<td>Mid-Semester</td>
</tr>
<tr>
<td>April 9, 2009</td>
<td>Final date for Course Withdrawal, &quot;W&quot; Grade</td>
</tr>
<tr>
<td>May 5, 2009</td>
<td>Brown University classes end</td>
</tr>
<tr>
<td>May 6, 2009</td>
<td>Brown University final exams through the 15th</td>
</tr>
<tr>
<td>May 9, 2009</td>
<td>Course selection, by appointment, for Fall 2009 classes (May 5 begins web reg for returning grads and rising seniors, and May 4 is deadline for drop-off registration for grads and next year’s seniors)</td>
</tr>
<tr>
<td>May 15, 2009</td>
<td>Last day of Spring Semester degree program classes; final exams and studio reviews (crits) are next week</td>
</tr>
<tr>
<td>May 18, 2009</td>
<td>Liberal Arts exams</td>
</tr>
<tr>
<td>May 19 - 22</td>
<td>Studio review days</td>
</tr>
<tr>
<td>May 22, 2009</td>
<td>Final day of Spring term</td>
</tr>
<tr>
<td>May 25, 2009</td>
<td>Memorial Day (Offices and Library closed)</td>
</tr>
<tr>
<td>May 30, 2009</td>
<td>Commencement</td>
</tr>
<tr>
<td>Sept. 16, 2009</td>
<td>Classes begin for Fall 2009</td>
</tr>
</tbody>
</table>

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Please retain this schedule. Replacement copies are available through the RISD Store at a nominal cost, while supplies last. It is available electronically at [http://intranet.risd.edu -> campus index -> registrar](http://intranet.risd.edu -> campus index -> registrar)

RISD reserves the right, at any time and without notice, to delete, adjust, or replace any course(s) published in this Schedule.
Guide to RISD Courses 2008-2009

ARTH H101 01
ART & ARCH. HIST I

Special Restrictions:
Majors Programs Classes

Instructor Consent Is Required

Subject and Course Number: In some departments, a few course numbers have special meaning. These are:

999G Graduate class
999L Liberal Arts Elective
999C Choice of credit in ARTH or HPSS, ENGL or HPSS
999H Art history credit
999E English credit
999S HPSS credit
999W Winter session course, not offered in Fall or Spring, but not all classes for Winter session begin with a “W”

Used in the Architectures and Industrial Design:

xxST Studio class
99 Section number used as a registration placeholder until actual course selection takes place in the department during the first week of classes

A section of a course is the actual meeting days and times. Usually, a course and its section are synonymous because most classes are offered with only one section (i.e. section 01). Courses offered with multiple sections may appear in the listings slightly differently than courses with only one section.

Restrictions on Registration: Courses are reserved for students in a particular major, program or class. If you are not in the particular group, but wish to enroll, then you must receive written approval on the Course Request Form from the department head (or instructor) in order to do so. See section on “Planning Ahead.” At registration, most studio classes are available only to majors. During the Add/Drop period, most classes become available to nonmajors provided there is space in the class. Written permission of the instructor is always needed during the Add/Drop period, regardless of space availability.

Instructor Consent is Required: The instructor, or in some cases, the department head, must provide written approval (usually on the registration or add form) in order for a student to register.

Academic spaces and locations with alternate reference:

Bayard Ewing Building "Cad Lab" BEB 003
Design Center Advanced Media Center (AMC) DC 206
Design Center Cage DC 206
Film Animation Blue Studio AUD 125
Film Animation Blue Studio AUD 325
Fine Arts/Foundation Studies Imaging Lab MKT 207
Metcalf Furniture Wood Shop (Wood) METC 117
Metcalf Foundry (Fdryry) METC 114
Metcalf Sculpture Wood Shop METC 207
48WM Graphic Design/Foundation Studies/ Papermaking Studio 48WM 006
20 WP Washington Place Mac Lab 20WP 024
Tap Room MEM 301

Academic Building Codes