

Attention: Department Chairs and Program Directors

Announcing: Summer School 2009

Deadline: Wednesday, February 18, 2009

The snow and cold temps may make you think otherwise, but it's true: Summer is just around the corner. Students are already making their summer plans and looking to take courses this summer at St. Olaf.

Included with this e-mail are two attachments. The first is the official *Call for Courses* with information regarding summer term dates and salary information. The second attachment is a *Course Offering Reply Form* for your department to submit course offerings for Summer 2009. Please take time to share the attached information with your department and then respond quickly with summer offerings. Remember, there are four meeting times to choose from including early morning and later afternoon times. Offering courses throughout the day gives students the flexibility of registering for more than one course during a term. See reply form for details on class meeting times.

We look forward to hearing from you soon (by February 18).

Sincerely,
Paula Stowe

Paula Stowe
Coordinator for Student Services
Registrar's Office, St. Olaf College
507-786-3006
507-786-3210 (fax)