

**From:** [Shirin M Malekpour](#)  
**To:** [ls-chairs-all@lists.wisc.edu](mailto:ls-chairs-all@lists.wisc.edu); [ls-dept-admins@lists.wisc.edu](mailto:ls-dept-admins@lists.wisc.edu)  
**Cc:** [Kimbrin Cornelius](#); [Jeff Armstrong](#); [Will Lipske](#)  
**Subject:** L&S guidance for department-provided information in Course Search & Enroll  
**Date:** Wednesday, May 11, 2022 4:23:18 PM

---

TO: L&S Chairs, Director, Administrators and Curricular Representatives  
ACTION REQUESTED: Please review “[L&S guidance for department-provided information in Course Search & Enroll](#)” and implement the suggestions by June 1, 2022.

Dear Colleagues,

SOAR and peak registration periods go more smoothly when students and advisors can see important and relevant information about your courses, who to contact in different situations, or special enrollment processes in [Course Search & Enroll](#). This is crucial this summer as we are expecting a first-year incoming class of 8500-8700, per projections of our colleagues in the Division of Enrollment Management (DEM).

By June 1, please review “[L&S guidance for department-provided information in Course Search & Enroll](#)” and take any needed steps for your department to provide good information in the [Course Search & Enroll](#).

We have pulled together this document based on the feedback from advisors about what is most helpful to advisors and students during peak registration times.

If you have any questions, please contact Assistant Dean Kimbrin Cornelius ([kimbrin.cornelius@wisc.edu](mailto:kimbrin.cornelius@wisc.edu)).

Thank you for your help and all you do,

Shirin

Shirin Malekpour (she/her)  
Associate Dean, Teaching and Learning Administration  
College of Letters & Science  
University of Wisconsin-Madison