

REGISTRATION

Returning Students

- **Preregistration** for returning and continuing undergraduate students is held in October for the spring semester, February for the summer session, and in March for the fall semester. Prior to Fall and Spring registration, a Registration Access Code (RAC Code) or Alternate Pin is required for all freshman and sophomore level students, for all students with an academic sanction of Probation or Continued Probation prior to registering for classes, and for all students returning from medical leave of absence or prior academic sanctions. The Registration Access Code (RAC Code) or Alternate Pin is obtained from the student's primary advisor or student success advisor. For courses that require permission to register, students should contact the academic unit offering the course prior to the scheduled registration date. Students are required to resolve all holds placed on their student account before they can register for classes.
- **Registration for continuing students** occurs for each of the three academic semesters. Prior to each registration period, course listings, specific registration dates and times, registration instructions, and up-to-date information regarding course openings and prerequisites are available online through the LeopardWeb student portal. Responsibility for course selection and fulfillment of graduation requirements ultimately rests with the student.

New Students

- **Registration for newly accepted First-Year and New Transfer Students** occurs during the summer prior to the student's matriculation in the fall semester. First-year students register for their courses during New Student Orientation. New Transfer students are registered by the associate dean of their program and the registrar prior to their arrival. New transfer student schedules are developed based on awarded transfer credit to best fulfill their curricular requirements.
- **All First-Year and New Transfer students** are required to meet with their primary advisor or student success advisor prior to registration to obtain a Registration Access Code (RAC) or an Alternate Pin. For courses that require permission to register, students should contact the academic unit offering the course prior to the scheduled registration date.

Colleges of the Fenway Cross Registration

Wentworth is a member of the Colleges of the Fenway (COF), an association of four Fenway-area institutions whose other members are Emmanuel College, Massachusetts College of Art and Design, Massachusetts College of Pharmacy and Health Sciences, and Simmons College.

Students interested in cross-registering for a course through the COF must complete the cross-registration application through the COF Registration Portal (<http://www.colleges-fenway.org/academics/cross-registration/>).

Full-time undergraduate degree-seeking students may cross-register for up to two COF courses in each semester, beginning in the second semester of their Freshman year. Course offerings and other information are published online. Students who cross-register must adhere to the academic policies and procedures of the host institution for that specific course. This includes the host institution's academic honesty policy and adherence to their academic calendar. Discipline issues will be addressed by the student's home institution. Grades received in cross-registered COF courses will be computed in the cumulative grade point

average in accordance with the Wentworth grading system. Pass ("P") grades are not accepted at Wentworth. Students may not be allowed to register for courses that are graded on a Pass/Fail basis.

To ensure that the COF course will satisfy a degree requirement, prior to enrolling in a course students should refer to the Transfer credit database. For courses not listed in the database students must complete a Transfer Credit Pre-Approval Form (<https://wit.edu/ssc/forms/>) and submit to the dean or associate dean of the appropriate for review and approval.

Registration and Class Standing

Fall, Spring and Summer registration days are determined by the students class standing which is determined by the number of completed credits at the time of each preregistration period. It does not include credit hours for courses in progress or the number of semesters a student has attended the University.

Undergraduate

Class Year	Earned Credit Hours
Freshman	0-31
Sophomore	32-63
Junior	64-95
Senior	96-139
Fifth Year	140+

Part-time Programs

Class Year	Earned Credit Hours
First Year	0-29
Second Year	30-49
Third Year	50-73
Fourth Year	74-93
Fifth Year	94-113
Sixth Year	114+

Course Load

Full-time undergraduate status requires at least 12 credit hours. Failure to carry the minimum number of credit hours may jeopardize housing, financial aid status, athletic eligibility, and health insurance.

- International students must be full-time (at least 12 credit hours) to maintain valid F-1 Student Visa status.
- COOP3500 and COOP4500 are considered full-time.
 - Optional Co-op's COOP3000 and COOP5000 are considered as not enrolled and will impact financial aid enrollment status. Students are urged to speak with their Financial Aid Advisor.
- A full-time student may not schedule an overload of courses without the approval of the associate dean of their program on a Credit Overload Form (<https://wit.edu/ssc/forms/>). An overload is any number of semester credit hours more than 20. No more than 24 credits or a total of six courses will be approved. A student will be assessed a per-credit tuition charge for each credit exceeding 20 credits in addition to the full-time tuition charge for that semester. Refer to the tuition and fees portion of the catalog for more information.

Course Changes and Withdrawals

Students can make schedule changes during the first week of the fall, spring, and summer semesters. Students should consult the Academic Calendar for part of term course change dates. Students who withdraw

from a course after the end of the drop/add period and before the published deadline for the last day to withdraw will receive a "W" recorded in the grade column of their academic transcript. Student who choose to withdraw from a course after the deadline will receive a final grade of "F". To withdraw from a course after the drop/add period, students must complete the Course Withdrawal form (<https://wit.edu/ssc/forms/>) and submit it to the Registrar at registrar@wit.edu no later than the deadline published in the Academic Calendar. Non-attendance does not constitute withdrawal from a course. Students enrolled for less than 12 credit hours may impact a student's financial aid package, housing, and may extend a student's graduation date. International students who seek to withdraw from a course are required to obtain the written permission of the Director of International Student Services; International students must be full-time to maintain valid F-1 Student Visa status.

Course Time-Conflicts

Time conflicts of courses are not normally permitted. Students whose courses conflict should meet with the associate dean of their program to develop an appropriate alternative schedule and a curriculum plan. Under exceptional circumstances, students may register for courses with otherwise unsolvable time conflicts by obtaining the Time Conflict Override form (<https://wit.edu/ssc/forms/>). Overrides are processed at the School level.

Transfer Credit after Matriculation

To receive credit for courses taken at another accredited institution, degree-seeking undergraduate students must obtain approval in advance if the course is not listed in the Transfer Credit Database. Students who intend to use transfer credit to satisfy a required elective for their degree program must obtain additional approval for the course from the dean or associate dean of the school. Failure to obtain approval for courses not listed in the transfer credit database or to satisfy a required degree elective may result in the denial of course credit. The Transfer Credit Pre-Approval Form (<https://wit.edu/ssc/forms/>) is available on the registrar's website (<https://wit.edu/ssc/forms/>). Requests for approval of a course from another institution should be accompanied by the course description or corresponding syllabus from that institution's catalog. Approval must be obtained prior to registering for the course at the other institution. It is the students' responsibility to have official transcripts sent directly by the institution to the Registrar at transfercredit@wit.edu upon successful completion of the course. A student who fails a course at Wentworth may choose to complete the course at another institution and must follow the pre-approval process.

If the course is completed at another institution with a grade of "C" or higher, the transfer grade of "TR" satisfies the course requirement, but does not eliminate the initial "F" from the student's GPA.

Note: a minimum grade of "C" is required for credit transfer. Grades for courses taken at an institution other than Wentworth are not used in computing the student's GPA. No academic credit is awarded for Internship/co-op, Practicum, Directed Research, Preparatory, or remedial course work or courses with grades of "P" or "S". Final grades of "P" are not accepted for transfer to the university unless the grade scheme on the official transcript defines a "P" as a grade of "C" or higher. Grades for coursework completed at another institution are not recorded on the student's official transcript; transfer credit is assigned a grade of "TR".

- **Incoming Freshman or New Transfer students** who intend to transfer credits to Wentworth must submit an official transcript to the Office of Undergraduate Admissions before the University can evaluate and award credit. Students who have attended regionally accredited institutions can expect to receive credit for completed courses bearing a grade of "C" or higher that are comparable in depth and

content to those offered at Wentworth. In some cases, courses will transfer as elective credit and do not satisfy program requirements.

Final grades of "P" are not accepted for transfer to the university unless the grade scheme on the official transcript defines a "P" as a grade of "C" or higher. It is the responsibility of First-Year students who have earned Dual Enrollment (DE) credit while in high school to submit an official transcript issued by the sponsoring college or university prior to the start of their first enrolled semester. Failure to do so may result in the forfeiture of otherwise transferable credit. AP/IB credit or courses completed at other institutions more than 5 years prior to the first semester a student is enrolled in a degree-seeking program will not be accepted for credit.