

# Registration & Enrollment

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To be considered a full-time student, students must register for a minimum of 12 credit hours. The typical course load is 12-15 credit hours during fall and spring semester and one three-hour project during Interim.

A student in good standing may take up to 18 credit hours without special permission. Students wishing to take more than 18 hours must receive permission from the Office of the Registrar and have a minimum cumulative GPA of 3.00 or better. Students on academic probation are restricted to 15 credit hours and must also receive special permission from the Office of the Registrar to take more than 15 credit hours during the fall or spring.

Students otherwise eligible to live in residence halls, but enrolled in less than 9 credit hours during a regular semester, or for any Interim which they are not taking a 3 credit-hour project, must obtain special permission from the Dean of Students.

Continuing students must schedule an advising appointment with their faculty adviser in order to have their class schedule approved and their advising hold removed prior to registration for the fall and spring semesters. An advising appointment is not required for Interim or summer school registration. However, students are encouraged to consult with their adviser if they have any questions regarding registration for any semester or term.

To be permitted to register for classes, students must clear all holds and financial obligations to the college. This includes library fines and parking tickets. In the spring semester, students should pay their reservation deposits for the following year prior to registration for the fall semester.

## Adding & Dropping Courses

Students may update their schedule of courses during the first 5 class days of the fall and spring semesters. Add/drop for Interim, Summer I, and Summer II is limited to the first two days of the term. Adding courses is subject to availability. Courses dropped during the official add/drop period will not appear on the student's transcript.

## Withdrawing from Courses

Students wanting to exit a course after the add/drop period may do so by completing the Course Withdrawal Form (<https://www.wofford.edu/academics/registrar/forms/>) available on myWofford. Withdrawing from a course can have significant consequences on degree progress, full-time student status, and even financial aid and scholarship eligibility including that of student-athletes and veteran's benefits recipients. With regard to degree progress, students should always seek advice from their instructors and advisers when considering withdrawing from a course. For financial aid and scholarship concerns, students should contact the Financial Aid Office (<https://www.wofford.edu/admission/financial-aid/>).

All courses the student is enrolled in after the official add/drop period will appear on the student's transcript. This includes courses from which a student has withdrawn. Students withdrawing from a course by the official deadline, as noted on the Academic Calendar (<http://catalog.wofford.edu/academic-calendar/>), do so without academic penalty. The grade assigned will be a 'W' which does not factor into the earned credit hours or GPA. This policy applies to all courses (those graded A-F as well

as those graded P/U) and for all withdrawal reasons (student initiated, administrative, and medical).

Students withdrawing from a course after the official deadline, as noted on the academic calendar, will receive a grade of 'F' (for courses graded A-F) or 'U' (for courses graded P/U). This policy applies in all circumstances, including administrative withdrawals initiated by the faculty member.

In the case of a medical withdrawal from the college, students can receive a grade of 'W' after the official withdrawal deadline, if approved by the Wellness Center. Students must follow the procedures associated with requesting a medical withdrawal from the college which includes providing appropriate documentation to the Wellness Center. If approval is granted, the grade assigned will be a 'W'. If approval is not granted, the grade assigned will be an 'F' or 'U' as applicable.

***Some financial aid awards require that recipients be enrolled full-time. Financial aid recipients, including student-athletes, veterans or students receiving Veterans Benefits, and international students, should consult the Financial Aid and Registrar's Offices before they drop any course at any point in the semester.***

## Auditing Courses

Auditing a course allows a student to take a class without the benefit of a grade or credit for the course. A student who audits does so for the purpose of self-enrichment and academic exploration. The option to audit a course is predicated on a space-available basis only and requires the permission of the instructor and the Registrar. A student wishing to audit a course must contact the Office of the Registrar to determine space availability. An auditor is considered a passive learner and may not take examinations, but is expected to attend classes with reasonable regularity. Under no circumstances may an audit be changed to a registration for credit, or a registration for credit be changed to an audit, after the end of the add/drop period. The notation 'AU' (Audit) will be noted on the student's transcript. Students auditing a course will not receive credit and the grade of 'AU' does not count in the GPA. A per-course fee is charged to part-time and non-credit students who audit a course.

## Course Cancellation

Wofford reserves the right to cancel a course that is considered under enrolled or for any other cogent reason.