

# Registration and 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 four-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 4 credit-hour project, must obtain special permission from the Dean of Students.

Continuing students must schedule an advising appointment with their general education or faculty adviser in order to receive their advising PIN and approval of their class schedule prior to registration for the regular semesters. An advising appointment and PIN 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 must 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 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 students' transcripts.

Students may drop courses after the end of the official add/drop period, but the consequences of doing so are quite different. Students wishing to drop courses should always seek advice from their instructors and advisers, but this is particularly necessary when the add/drop period has passed. All courses dropped after the official period will appear on the students' transcript. A course dropped after the official add/drop period, but on or before the withdrawal date, as noted on the Academic Calendar (<http://catalog.wofford.edu/archive/2014-15/academic-calendar>), will be recorded with a grade of 'WP' or 'WF'. The grade of 'WP' indicates the student carried out the official drop process and was passing the course at the time s/he officially dropped the course. A grade of 'WP' does not affect the credit hours or GPA. The grade of 'WF' will be recorded if the student does not follow the official drop process or was failing the course at the time the course was dropped. The withdrawal form, obtained by the student from the Office of the Registrar, must be initialed by the course instructor, faculty adviser, and by the athletics compliance officer or international program coordinator when appropriate. The form must indicate the grade to be recorded and must be returned to the Office of the Registrar prior to the withdrawal deadline. Students who drop courses during the last four weeks of regular semester classes will automatically

and routinely be assigned a grade of 'WF'. The grade of 'WF' counts as failing grade in the student's GPA.

***Some financial aid awards require that recipients be enrolled full-time. Financial aid recipients, including student-athletes, veterans, and international students, should consult the Director of Financial Aid before they drop any course at any point in the semester.***

## Auditing Courses

A student who wishes to audit a course in which space is available must do so by contacting the Office of the Registrar. Students not regularly enrolled at Wofford must obtain the permission of the instructor and the Registrar to audit. 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.