

## **Additional Information for Day Registration**

### **COURSE LISTINGS**

A listing of all undergraduate day courses and sections for the Spring 2010 semester is available on the registrar's website. The College reserves the right to modify schedules with regard to instructors, times and places of meetings should circumstances so warrant.

### **COURSE OVERLOAD**

If a student wishes to take more than 18 (eighteen) credits, permission is required from your advisor and the Dean of Student and Academic Life. Students should obtain their advisor's and the dean's signature on a **Student Petition** form prior to registering and then submit the approved form to the Registrar's Office when registering.

### **PREREQUISITES**

All prerequisites for a course must be satisfied before a student is able to register for that course. Students should not select courses that are designated on the Spring 2010 Day Course Seats Available listing with a "Y" in the "Prereqs" column unless all prerequisites have been fulfilled. Consult the Fitchburg State College Catalog (available on the College's website), your advisor, or the Registrar's Office for any questions regarding prerequisites.

### **GRADUATE AND EVENING COURSES**

Spring 2010 and Winter 2010 Graduate and Undergraduate Evening courses are offered through the Office of Graduate and Continuing Education (GCE). Students registering for Spring 2010 day classes may also register for Spring 2010 and Winter 2010 GCE courses. **Payment for GCE courses must be made at the time of registration.**

### **ADD/DROP**

Any day student may add and drop courses online through January 26, 2010. You should notify your advisor prior to making any changes to your schedule. Go to <http://web4.fsc.edu> and click on "Enter Secure Area," "Student and Financial Aid," "Registration," and "Add/Drop Classes." **You must have your alternate (registration) PIN, provided by your advisor, in order to add/drop courses online.**

**Be sure to retain your registration PIN which has been provided by your advisor in order to drop and add courses online through January 26.**

### **PART-TIME STATUS**

If a student drops a course that results in a change of status to part-time (less than twelve credits) the following could occur: 1) you will likely fall behind your class in credits passed and will not graduate on time; 2) you may not be eligible to participate in a varsity sport; 3) your health insurance may be affected; 4) you will not be eligible for the Dean's list; 5) your financial aid may be affected and 6) your bill may be affected. **Students should meet with their advisor(s) prior to making any schedule changes.**

## **COURSE WITHDRAWAL**

Students may withdraw from a course beginning January 27, 2010 until April 9, 2010. In order to withdraw from a course you must obtain the signatures of the course **instructor** and your **advisor** on a registration change form (“red-card”). Once the withdrawal is processed, a grade of “W” will appear on your transcript. Students who fail to officially withdraw from a course they are not attending before the deadline will receive a grade of “0.0.” This “0.0” grade will be used in computing your semester and cumulative grade point average. Withdrawals made after the deadline require the approval of the Dean of Student and Academic Life. A waiver is sometimes granted for documented extenuating circumstances. Withdrawals are processed in the Registrar’s Office.

## **WITHDRAWAL FROM THE COLLEGE**

Students wishing to leave the college, either during a semester or between semesters, must complete a **College Withdrawal Form**. These forms can be obtained in the Office of Student and Academic Life, located in the Hammond Building. Students withdrawing from the college during the withdrawal period will receive a grade of “W” for each course. Students who leave the college during a semester and do not “officially withdraw” or who withdraw after the withdrawal period will receive “0.0” grades in all their courses. A waiver may be received from the Dean of Student and Academic Life for documented extenuating circumstances.

## **CLASS MEETING TIMES**

Classes are held Monday through Friday, beginning at 8:00 am. Departments may choose flexible scheduling to accommodate subject material.

## **DEPARTMENTAL APPROVAL**

Students who want to enroll in courses in the areas of Biology, Nursing, Industrial Technology, Communications, Computer Science and Business Administration may need approval from the department.

## **TRANSFER CREDIT APPROVAL**

Transfer Credit Approval Forms (obtained in the Registrar’s Office) must be completed **prior** to taking courses off-campus. This form is also available on the Registrar’s web site: “Forms,” “Transfer Credit Approval – Undergraduate.”

## **CAPS EXCHANGE PROGRAM**

Undergraduate students at Fitchburg State College may participate in the College Academic Program Sharing (CAPS) during the Fall or Spring semesters.

This program provides students with the opportunity to study at another college within the Massachusetts State System. Fitchburg State students may take from 3 to 30 semester hours at another state college while maintaining degree status at Fitchburg State. The registration procedures and transfer credit approvals are completed in the Registrar’s Office. More information is available in the Registrar’s Office.

## **CHANGE OF MAJOR**

Students who want to change their major may pick up a “Change of Major Card” from the Office of the Registrar or at <http://www.fsc.edu/registrar/documents/chmajor.pdf> . This form requires the **signed approval of the chairpersons of both the entering major and the exiting major**. These approved forms must be submitted to the Registrar’s Office.

Acceptance into a new major is not automatic; therefore, *students should apply for admission to a new major well in advance of the semester in which the new major will take effect*. Students should check with department chairpersons regarding criteria, procedures, and deadlines specific to individual departments.