

# Registration

The advising process helps students decide which courses to register for; accordingly, matriculated students should reach out to their advisor before registering for any course. It is important for students to know that the number of courses they takes each semester must not exceed nineteen credits without the written consent of the VPAA and faculty advisor.

Non-matriculated students may register during the open registration period before the start of each semester, pending available space or instructor approval. Registration is complete when the student satisfies all financial obligations to the College.

When students register for courses at WMCC, they are financially obligated to pay for ALL costs related to the courses for which they have registered. If students drop or withdraw from a course, they are responsible for all charges as noted in the *Academic Catalog* and *Student Handbook*. If they do not pay in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. Students are also responsible for the costs of the outside collection agency and any legal fees, which may add a significant cost to their existing account balance.

## **Adding a Course**

Students may add a course to their class schedule during the first seven calendar days of a semester or at the discretion of the instructor. To do so, the student must obtain approval from the instructor and faculty advisor. Add/Drop forms are available on the WMCC website, at the Welcome Center in Berlin, or at the Academic Centers in Littleton and North Conway.

## **Dropping a Course**

Students should discuss with their advisor the decision to drop a course. All forms are available on the WMCC website, at the Welcome Center in Berlin, or at the Academic Centers in Littleton and North Conway.

Students who officially drop a course by filing the Add/Drop form on time can expect the following results on their academic record:

1. No courses or grades will be recorded on the student transcript for students who register but never attend class.
2. No courses or grades will be recorded on the student transcript for students who withdraw from a course during the add/drop period.
3. A grade of W will be awarded to students who withdraw from a course after the add/drop period but during the first 60% of the semester. A grade of W does not affect a student's GPA.
4. A grade of WP or WF will be given to students who withdraw from a course after the first 60% of the semester up until two weeks before the end of the semester.

Students who fail to file an official Add/Drop form to drop a course receive an F on their transcripts for that course. A student's instructor can initiate a student's withdrawal if the student is unable to initiate the process because of extenuating circumstances (e.g., catastrophic illness or injury, job transfer to another state).

## **Prerequisites**

Students must successfully complete prerequisite courses successfully before they can enroll in the courses for which the prerequisites are required. The course description section of the *College Catalog* notes prerequisites. A failing grade in a prerequisite prevents a student from taking any course that requires that prerequisite until the student passes that prerequisite. Students may use courses they have passed from other institutions of higher learning to meet prerequisites. The Department Chair or VPAA determines transfer credit. See the section on Transfer Credit for further information.