

REGISTRATION FAQ for Visiting Study Abroad Students

(The General Academic Regulations, specifically with regard to policies on Waiting Lists & Dropping/Adding Courses, can be found on the College website)

* What is the **maximum and minimum course load** for a **full-time student**?

- The acceptable maximum course load for a full-time student is equivalent to 24-30 ECTS credits (equivalent to 12-15 U.S. credits). Minimum course load is determined by your home university.

* Is it possible to **exceed the maximum course load**?

- Yes, but you must obtain written permission from your academic adviser at your home university prior to registration or by requesting the permission (via submission of letter and transcripts) of the Vesalius College Academic Standards Committee. In addition, an extra fee is imposed per credit on a credit load over the maximum course load.

* May I pre-register for any courses I select?

- **Language courses:** No. Unless you pre-register for LFR101E (no prior knowledge of French) or LDU101E (no prior knowledge of Dutch), you must take the Language Placement Test organized during Orientation week and then fill out a **Drop/Add Form** to add the language course corresponding to the level at which you are placed.
- **Model UN Preparatory Course (POL315E):** No. Unless you have already applied and have been accepted as a delegate to the Geneva International Model United Nations (GIMUN) – *applications accepted in November/December*. If you are interested in the course material for this course but have not been accepted as a delegate to the GIMUN, you may pre-register for POL318E, which does not include a trip to the GIMUN.
- **Other courses:** Yes, provided you meet all pre-requisites. If in doubt, consult with the instructor, the Vesalius administration and your home university.

* Can I **add or drop** a course after registration?

- Yes, but you must submit a **Drop/Add Form** to the Reception. This form **MUST** be signed by the Study Abroad Director.

* What are the **deadlines for adding and dropping courses**?

- **Adding:** The adding period closes at the end of the second week of the semester (Friday, January 28, 2011).
- **Dropping:** (1) If you drop by the end of the 2nd week of the semester (Friday, January 28), the course will not appear on your transcript. (2) If you drop by the end of the 9th week (Friday, March 18), the course remains on the transcript and is coded "WP" (Withdrawal Pass).
- **NB:** Laboratory fees for courses that are dropped after the second week of classes are not refundable (this includes fees for ART 361E).

* What happens if I drop **after the final deadline** for dropping a course?

- The course remains on the transcript and is coded "WF" (Withdrawal Fail), which is calculated as an "F" for the GPA, unless you submit a written request for a waiver of the deadline to the Academic Standards Committee (ASC) and receive permission.

* Does my **Drop/Add Form** have to be **signed by my Vesalius College adviser**?

- Yes, the adviser's signature is required throughout the entire semester for all visiting students. The academic adviser for all study abroad students is the Study Abroad Director, Dr. Virginie Goffaux.

* May I drop courses to **less than the minimum course load**?

- No, your student visa requires that you maintain a full course load while in Brussels. Please consult with the Study Abroad Director or with your Resident Director if you have any questions."

* Can I **change between two sections of the same course** without informing the Administration?

- No. To change sections, you must fill out a **Drop/Add Form**.

* Is it possible to **audit** a course?

- Yes. With the permission of the professor and Vesalius administration. You must first register for the course or add the course (deadline: January 28) and submit a "Request to Audit" form. The deadline to switch to "audit" status is the end of Week 9. Although the course will appear on your transcript as an "Audit", you will be required to attend every class, participate in class discussions and complete every assignment as if you were fully registered for the course; you will simply not be graded for the course. Although you will not earn credits for the audited course, the workload is calculated in your overall load.

* What happens if I am placed on a **waiting list**?

- If course choices 1-3 on your pre-registration sheet are full, you will automatically be put on the waiting list.
- Being placed on the waiting list for a course **does not** mean you are registered for the course.
- If you are placed on the waiting list and wish to stay on the list, you should **a)** attend the course from the beginning; **b)** if a place becomes available, you will be notified by the Administration and **c) must then submit a Drop/Add Form** to add the course. At that time, you will be officially registered for the course.
- If you do not wish to remain on a waiting list, do nothing unless the Administration notifies you that a place has become available; at that point, you should decline, in writing.
- **NB:** Do NOT assume that a place will become available in the course for which you are wait-listed. Therefore, you should attend ALL the courses for which you are registered, in addition to attending the course for which you are wait-listed. If an opening becomes available, you may then fill out a **Drop/Add Form** to drop one of the courses for which you are registered and to add the course for which you were wait-listed.