

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. In addition, an extra fee is imposed per credit on a credit load over the maximum course load.

- * May I register for any courses I select?
 - **Language courses:** No. Unless you 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.

 - **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.

- * 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, **September 5, 2008**).
 - **Dropping:** (1) If you drop by the end of the 2nd week of the semester (Friday, **September 5**), the course will not appear on your transcript. (2) If you drop by the end of the 9th week (Friday, **October 24**), the course remains on the transcript and is coded "WP" (Withdrawal Pass).

- * What happens if I drop **after the deadlines** 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.

- * May I drop courses to **less than the minimum course load**?
 - No, unless you submit a written authorization from your academic adviser at your home university.

- * 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**.

- * What happens if I am placed on a **waiting list**?
 - If course choices 1-3 on your pre-registration sheet are full, you will be put automatically on the waiting list.
 - Being placed on the waiting list **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) go to the course from the beginning; b) if a place becomes available, you will be notified by the Administration and **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.