



REGISTRATION – FAQ

General Rules and Regulations

* Can I register if I owe the College money (“financial audit”) or must still provide a document required (“admissions audit”)?

- No. Please contact Ms. Romy Flower, Finance Manager, (for financial audit) or Ms. Vanessa Goffard, Admissions Assistant, (for admissions audit) first to resolve the problem.

* 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 (4-5 courses). If you take courses less than the minimum credits stated above, you must submit a “Part-time Status” Form to the Reception. Note: for some students, this may affect your visa status.

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

- Yes, but you must obtain a written permission from the SASC (Student Academic Standing Committee) prior to registration. In addition, an extra fee is imposed per credit on any credit load over the maximum course load.

* May I register for any courses I select?

- **Language courses:** Unless you have a High School Education diploma in a language other than English, or a certificate from a language institute recognized by the College proving knowledge of a language other than English, you must take the Placement Test organized during Orientation and register for the course corresponding to the level at which you are placed.
- **Other courses:** You must meet all co-requisites, pre-requisites and other requirements. You should take the courses listed in the degree requirements of the chosen major field as described in the catalogue. **In order to take 300-level courses, you must have completed HUM101G.**
- **Course conflicts:** Conflicts are **NOT** allowed.

* 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 8, 2017**).
- **Dropping:** (1) If you drop by the end of the 2nd week of the semester (Friday, **September 8, 2017**), the course will not appear on your transcript. (2) If you drop by the end of the 9th week (Friday, **October 27, 2017**), the course remains on the transcript and is coded “WP” (Withdrawal Pass).

* What happens if I drop **after the final 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 SASC and receive permission.

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

- If you are sure that your course selections are correct, you do not need to obtain your adviser’s signature. However, if you are still not sure after having consulted with the Administration, please see your adviser for approval.

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

- No, unless you submit a written request to the SASC for part-time student status and receive its permission.

* 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**?

- Being placed on the waiting list for a course **does not** mean you are registered for the course. You should register for another course in the meantime.
- 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 **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.

Rules and Regulations for Special Cases

Minor (optional): If you wish to choose a minor, you must submit a written declaration to Dr. Su, Head of Academic Administration, in which you must indicate which courses should be counted as minor courses. The declaration must submit by the end of your SY2 (2nd semester of 2nd year) at the latest.

Internship: You can register for INT381G during pre-registration, only if 1) you will be SY2 (2nd semester of 2nd year) or TY1 (1st semester of 3rd year), and 2) your cumulative GPA is 2.7 or above.

Potential graduates: If you plan to graduate at the end of **Fall 2017**, make sure you have met all the graduation requirements (see "Academic Requirements" in the catalogue of the year you entered the College) and check with Dr. Su.

If you plan to **study abroad** in **Fall 2017**, you do NOT need to pre-register for **Fall 2017** courses at VeCo (unless you are not certain whether you will go studying abroad). However, you will still be considered as a VeCo student.

You must:

- Obtain a "Study Abroad Request" Form (if going to a partner university) or an "External Courses Approval Request" Form (if going to a non-partner university) from the Reception and complete;
- (If going to a partner university), obtain the signature of Ms Cotroneo, Study Abroad Coordinator, to approve the study abroad semester/term;
- Obtain syllabi from the host university for the desired courses;
- Consult with Dr. Su to see if VeCo has previously approved the course. If so, then there will be automatic approval for those courses; if not, consult with your adviser for approval of the remaining courses for credit transfer;
- Submit the signed form to Dr. Su.