ADVISING AND REGISTRATION

Orientation and Advising
For new students in the College, a required orientation program and a required meeting with the student’s lower-division academic adviser precede the beginning of classes and the drop/add period. Some required orientation programs also occur during fall semester of the first year. The lower-division academic adviser provides guidance during and between registration periods until the student declares a major.

During orientation, advisers meet with students both individually and in small groups. A face-to-face meeting with the adviser is required before all subsequent registration periods. Students are encouraged to take the initiative in arranging additional meetings at any time to seek advice or other assistance. The lower-division adviser works with the student until the student declares a major, typically during the fourth semester. Then, an adviser in the student’s major department is assigned.

Registration
Registration for continuing students in the College and the School of Business undergraduate program begins in March for the fall and the summer terms, and in October for the spring term. Consultation with the academic adviser must be completed before registration. New students entering in the fall term are registered during the prior summer. Readmitted students and those approved for resumption of full- or part-time status, once officially advised, may work with the Office of the University Registrar staff to enroll in classes. Students currently enrolled at the University may register for the summer sessions classes. All tuition and fees must be paid in full to the Office of Financial and Accounting Services by the announced deadlines.

Classification
Classification of students by class standing and as full-time or part-time is calculated in terms of semester hours earned.

The requirements for classification are as follows:

- Sophomore—completion of no fewer than 25 hours toward a degree;
- Junior—completion of no fewer than 55 hours toward a degree;
- Senior—completion of no fewer than 87 hours toward a degree.

Course Load
Most courses in the College and the School of Business undergraduate program have a value of 3 credit hours, but they may vary from one-half hour to five hours. The normal load for a full-time undergraduate student is 15 credit hours per semester. The maximum credit hours allowed in the College without permission is 17, and the maximum allowed in the School of Business is 18. A student who feels that he or she has met the instructor’s requirements. An audit may not be changed to a final grade report and entered on the academic record of students who

Auditing Courses

When space is available after the registration of degree-seeking students, others may request permission of the instructor to enter a class as auditors. No additional charge is made to full-time students in the College or the School of Business; for others the fee is $75 per hour. Permission of the instructor is required. An auditor is subject to attendance regulations and to other conditions imposed by the instructor.

Although an auditor receives no credit, a notation of audit is made on the final grade report and entered on the academic record of students who have met the instructor’s requirements. An audit may not be changed to a
credit course or a credit course changed to an audit after the first official
day of classes for each semester or term.

Dropping a Course

Students may drop full term courses through the 26th class day. The last
day in each term for dropping a class is listed on the Academic Calendar
available at https://registrar.wfu.edu/calendars/. A student who wishes
to drop any course on or before this date must follow the procedure
prescribed by the registrar.

Course Withdrawal

Students may withdraw from one or more courses from the 27th class
day until five days after midterm grades are due. The last day in each
term for withdrawing from a course is listed on the Academic Calendar
available at https://registrar.wfu.edu/calendars/.

A "W" grade will be recorded on a student’s transcript for any course
withdrawal during this period. In order for a course withdrawal to be
processed, a student must complete a Course Withdrawal Notification
Form through the Office of Academic Advising, consult with his or her
course instructor, faculty adviser, as well as an academic counselor
in the Office of Academic Advising and receive signatures from each.
Signatures from the instructor and faculty adviser indicate only that
consultation has occurred, not they necessarily approve of the student’s
decision. Completed forms are turned in to the Office of the University
Registrar by the Office of Academic Advising for processing.

Drop/Add of Partial-Semester Courses

Students adding or dropping classes lasting for shorter durations than
the full semester and/or that begin after the opening of the semester
may add or drop those classes any time prior to the first class meeting,
but instructor's permission may be required. The add and drop period for
such classes is proportionate to the duration of the course. Consult with
the academic services calendar or the Office of the University Registrar
for the enforced add and drop dates.

Independent Study, Individual Study,
Directed Reading and Internships

Such work is ordinarily reserved for junior and senior students in the
undergraduate schools. Any student requesting approval for such a
course must possess a cumulative grade point average of at least 2.0 in
Wake Forest courses. All such course requests must be approved by the
appropriate department. The academic requirements must be completed
during the semester in which a student is enrolled.

The number of credit hours the student registers for in an independent
study, individual study, directed reading, or internship course may not be
changed during the add period unless approved by the sponsoring faculty
member.

Undergraduates in Graduate Courses

In exceptional circumstances, undergraduate students may enroll in
Wake Forest graduate-level courses. Such students must have junior
or senior status and must obtain written permission from the course
instructor, the student’s adviser, and the associate dean for academic
advising. Typically, undergraduate students will not be allowed to take
600-level classes for credit if the related 300-level class is available;
undergraduate students who wish to take a cross-listed course at the
graduate level must follow the procedure described above. Graduate
programs have no obligation to admit undergraduate students to their
courses and do so at their own discretion.