



WEB ADVISOR FALL 2011

COURSE INFORMATION
FOR UNDERGRADUATE
DEGREE-SEEKING STUDENTS

STEPS TO INTERACTIVE PRE-REGISTRATION

- March 28–April 8, 2011
Meet with your advisor
See department secretary
to activate your eligibility
for major/minor week
- April 11–15, 2011
Major/minor registration
by class standing
- April 19–22, 2011
Foundation distribution/LASC
registration by class standing

IMPORTANT NEW CHANGES

**September 6, 2011
Classes Begin!**

For degree-seeking students, class membership is based upon the number of credit hours completed. Class membership determines priority for registration and participation in class events.

CLASS	CREDIT HOURS COMPLETED
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90-120

FALL 2011 REGISTRATION

MON March 28	TUES 29	WED 30	THURS 31	FRI April 1
<i>Meet with your advisors. See department secretary to</i>				
4	5	6	7	8
<i>activate your eligibility for major /minor week</i>				
11	12	13	14	15
SENIOR Major/Minor Registration 6am (W) 8:15am (R): 110+cr 9am (W) 11am (R): 100-109cr 12pm (W) 2pm (R): 90-99cr	JUNIOR Major/Minor Registration 6am (W) 8:15am (R): 80-89cr 9am (W) 11am (R): 70-79cr 12pm (W) 2pm (R): 60-69cr	SOPHOMORE Major/Minor Registration 6am (W) 8:15am (R): 50-59cr 9am (W) 11am (R): 40-49cr 12pm (W) 2pm (R): 30-39cr	FIRST YEAR Major/Minor Registration 6am (W) 8:15am (R): 20-29cr 9am (W) 11am (R): 10-19cr 12pm (W) 2pm (R): 0-9cr	ALL Major/Minor Registration
18	19	20	21	22
NO SCHOOL Patriots' Day	SENIOR General Registration 6am (W) 8:15am (R): 110+cr 9am (W) 11am (R): 100-109cr 12pm (W) 2pm (R): 90-99cr	JUNIOR General Registration 6am (W) 8:15am (R): 80-89cr 9am (W) 11am (R): 70-79cr 12pm (W) 2pm (R): 60-69cr	SOPHOMORE General Registration 6am (W) 8:15am (R): 50-59cr 9am (W) 11am (R): 40-49cr 12pm (W) 2pm (R): 30-39cr	FIRST YEAR General Registration 6am (W) 8:15am (R): 20-29cr 9am (W) 11am (R): 10-19cr 12pm (W) 2pm (R): 0-9cr
25	26	27	28	29
<i>*Schedule adjustment via WebAdvisor only</i>				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Key: (W) web registration only (R) registration at Registrar's Office </div>				

General Information

FALL 2011

PRE-REGISTRATION INSTRUCTIONS

Between APRIL 11 and 22, matriculated students will pre-register via the web interface.

Pre-registration Process

1. Your registration ticket will be emailed to your WSU account. This ticket has the following information:
 - status for registration approval
 - major, minor, and advising information
 - the appointment time for your major/minor registration and general registration
2. The course brochure will be available online through course lookup.
3. Make an appointment with your advisor between MARCH 28 – APRIL 8. Plan your schedule during your advising session and have your advisor sign the registration form.
4. Take the form to the secretary of your major department (see listing). She will activate your student ID number.
5. Register for your major and minor classes during your assigned major/minor time period.
 - Your registration day was determined by your ***current class standing*** (see chart on opposite page). Your ticket will give you the time for your major/minor registration.
 - At that time, your student ID number will be activated (as long as the department secretary activated your account) and you will be able to register for your major/minor classes
 - ***Please be aware, web registration opens two (2) hours earlier than registering at the Registrar's Office.***
6. You will complete your pre-registration during the General Registration period (APRIL 19 – 22).
 - Your registration day was determined by your ***current class standing*** (see chart on opposite page). Your ticket will give you the time for general registration.
 - At that time, your student ID number will be reactivated and you will be able to register for the rest of your course selections
 - ***Please be aware, web registration opens two (2) hours earlier than registering at the Registrar's Office.***

Schedule Adjustment:

Watch the WSU Web page for information.

**FOR YOUR SECURITY,
PHOTO ID'S ARE REQUIRED FOR
ALL TRANSACTIONS IN THE
REGISTRAR'S OFFICE**

Please Note:

Students who are unable to attend their assigned time can register at the Registrar's Office at any later session but not before. Online option available again APRIL 25.

For registration purposes, students will be classified based upon the total number of credit hours earned by MARCH 23.

No senior may participate in the May 2011 Commencement Ceremony who has not completed all courses necessary for the completion of degree requirements. Seniors who intend to graduate must have submitted their INTENT TO GRADUATE and DIPLOMA order form by December 31, 2010 to be eligible for commencement.

Academic Departments, Chairs, Secretaries and Location

Biology

Dr. Ellen Fynan (ST-310A)
Patty Roy (ST-310) Sci/Tech Building

Business Administration/Economics

Dr. Wei-Pang Lee (S-203G)
Denise Thomas (S-203) Sullivan Building

Chemistry

Dr. Alan Cooper (ST-410C)
Leslie Aroian (ST-410)..... Sci/Tech Building

Communication

Prof. Don Bullens (L-332)
Judith Crown (L-332) Learning Resource Center

Communication Sciences & Disorders

Dr. Linda Larrivee (ST-122G)
Katherine Cole (ST-110) Sci/Tech Building

Computer Science

Dr. Karl Wurst (ST-110B)
Thressa Corazzini (ST-110) Sci/Tech Building

Criminal Justice

Dr. Robert Brooks (L-216)
Janice St. Germaine (L-120D)..... Learning Resource Center

Education

Dr. Ray Lewis (S-226F)
Sharon Corey (S-226) Sullivan Building

English

Dr. Dennis Quinn (S-303D)
Patricia LeBreton (S-303) Sullivan Building

Health Science

Professor Helena Semerjian (ST-110Q)
Thressa Corazzini (ST-110) Sci/Tech Building

History & Political Science

Professor Frank Minasian (S-327C)
Lu Houde (S-327) Sullivan Building

Mathematics

Dr. Richard Bisk (S-145)
Marie Velez (S-145) Sullivan Building

Natural, Physical and Earth Science/Geography

Dr. Patricia Benjamin (ST-410M)
Leslie Aroian (ST-410)..... Sci/Tech Building

Nursing

Dr. A. Randy Wallen (ST-222)
Cynthia Donahue (ST-222) Sci/Tech Building
changes of major usually not allowed

Occupational Therapy

Dr. Joanne Gallagher (ST-210A)
Karen Asquith (ST-210B) Sci/Tech Building
changes of major usually not allowed

Philosophy

Dr. Henry Theriault (S-327)
Lu Houde (S-327) Sullivan Building

Psychology

Dr. Emily Soltano (S-241)
Monique Labelle (S-241) Sullivan Building

Sociology

Dr. Matthew Johnsen (S-218B)
Gina Lavallee (S-218) Sullivan Building

Urban Studies

Dr. Steven Corey (S-129)
Gina Lavallee (S-129) Sullivan Building

Visual/Performing Arts

Dr. Michael Hachey (L-132)
Stephanie Formica (L-132) Learning Resource Center

World Languages

Dr. Patricia Marshall (S-303A)
Patricia LeBreton (S-303) Sullivan Building

Administrative Offices (**Administration Building**)

Office of the Registrar (A-107)
Financial Aid Office (A-150)
Bursar's Office (A-140)
Academic Success Center (A-130)
Graduate and Continuing
Education Office (A-401)

*Check with individual offices/departments
for specific office hours.*

Key To Building Abbreviations

A Administration Building
CMS Chandler Magnet School
G Gym Building
L Learning Resource Center
S Sullivan Academic Center
ST Science and Technology Center
WCC Worcester Center for Crafts

Key To Day Abbreviations

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday

Instructor Abbreviation

TBA To Be Announced

OFFICE OF THE REGISTRAR: OFFICIAL HOURS

Monday 8:15 am - 7:00 pm
Tuesday 8:15 am - 7:00 pm
Wednesday 8:15 am - 7:00 pm
Thursday 8:15 am - 5:00 pm
Friday 8:15 am - 2:00 pm

General Education Requirements

Track I

For first-year students admitted and matriculated in fall 2009 or later only.

Track II

For transfers students and all students matriculated prior to the fall 2009

Beginning with the academic year 2009-2010, first-year students will fall under Track I, the new program of general education: the Liberal Arts and Sciences Curriculum. Students matriculated prior to fall 2009 and transfer students will fall under Track II, the general education requirements in place prior to the fall 2009.

General Education Requirements TRACK I

General education requirements for first-year students admitted and matriculated in fall 2009 or later only.

The Liberal Arts and Sciences Curriculum (LASC)

- First-year Seminar (FYS) _____ (3 credits)
- Writing (WRI) _____ (6 credits)
- Constitutions (CON) _____ (3 credits)
- Quantitative Reasoning (QR) _____ (3-6 credits)
- Natural Systems & Processes (NSP) _____ (7-12 credits)

- The United States & Its Role in the World (USW) _____ (3 credits)
- Global Perspectives (GP) _____ (6 credits)
- Thought, Language & Culture (TLC) _____ (6 credits)
- Human Behavior & Social Processes (HBS) _____ (6 credits)
- Individual & Community Well-being (ICW) _____ (3 credits)
- Creative Arts (CAA) _____ (6 credits)

Courses Across the Curriculum

In addition to the requirements outlined above, students will be asked to complete two Writing Across the Curriculum (WAC) courses, two Diversity Across the Curriculum (DAC) courses, and one Math Across the Curriculum course (MAC). These requirements may be met through the major, electives, and other Liberal Arts and Sciences Curriculum courses and need not add additional credits to the student's program of study.

Capstone Experience _____ (1-4 credits)

Writing Across the Curriculum (WAC) _____ (6 credits)

Transfer students: For those students transferring to WSU with 89 credits or fewer, there will be a two-course WAC requirement. Students transferring to WSU with 90 or more credits must complete one WAC course.

Diversity Across the Curriculum (DAC) _____ (6 credits)

Mathematics Across the Curriculum (MAC) _____ (3 credits)

General Education Requirements TRACK II

General education requirements for transfers students and all students matriculated prior to fall 2009 only.

Foundation Requirements (cannot be taken pass/fail)

- English Composition I and II _____ (6 credits)
- Mathematics _____ (3-4 credits)
- Constitutions (HI 111/112, PO 102/210, HI/PO 218/219) _____ (3 credits)

Distribution Requirements

Humanities (4 courses)

- Communication** _____
- English _____
- Foreign Language _____
- History (in addition to Foundation) _____
- Philosophy _____

Behavioral/Social Sciences (4 courses)

- Cultural Geography (GE prefix) _____
- Economics _____
- Education _____
- Political Science (in addition to Foundation) _____
- Psychology _____
- Sociology _____
- Urban Studies _____

Natural Sciences/Mathematics (4 courses)

- Biology _____
- Chemistry _____
- Geology/Physical Geography (GS prefix) _____
- Mathematics _____
- Natural Science _____
- Physics _____

Fine Arts (3 courses)

- Art _____
- Communication** _____
- Music _____
- Theatre _____
- Visual and Performing Arts _____

Health Studies (3 credits)

- Health _____
- Physical Education Activities 1 _ 2 _ 3 _

No more than 2 courses in a given discipline can be used to satisfy a Distribution group.

Independent Studies/Internships

*Signed contracts must be submitted
with all registrations.*

Matriculated students wishing to register for an independent study/internship in a specific subject must approach a faculty member in the appropriate department. If the faculty member agrees to instruct the student in an independent study/internship, the student must submit a completed contract to the Registrar's Office. Independent studies, internships without the required faculty sponsor's signature will be denied.

THE UNIVERSITY RESERVES THE RIGHT
TO CANCEL OR TO CHANGE
THE MEETING TIME OF ANY COURSE.

Note: The University does its best to maintain enrollment of students in the course(s) selected. However, when circumstances warrant, the University may place a student in a different section of the course than the one selected.

FERPA

University policy regarding the Family Educational Rights and Privacy Act is available in the undergraduate and graduate catalog and on file in the Worcester State University library.

Financial Information

Fees and Tuition

The Bursar's Office (Administration Building A-140) will provide you with current information.

Non-State Supported Credits

Charges generated by enrollment in non-state supported courses, which are self-supporting, are in addition to charges assessed for enrollment in state-supported courses.

Please Note:

Tuition and fees are subject to change by vote of the Legislature, Board of Higher Education or Board of Trustees.

Health Form/Immunization Record

Full-time students who have not returned their immunization record, as required by State law, to the Student Health Services Department will **NOT** be allowed to register.

Overload Permission

Students wishing to take a one-course overload (above 19.0 credit hours) must fill out an overload permission form. These forms, which every advisor has, must be signed by the advisor and returned to the Office of the Registrar with the registration form. Overloads without this approval will be denied.

Course Repeat

Students who wish to repeat a course must file a course repeat form with the Office of the Registrar. Only the higher of the two grades is computed in the cumulative GPA. Course repeats **must be taken at Worcester State University.**

Transcript Information

Student Transcripts

For security reasons student transcripts must be requested in person in the Registrar's Office. Photo ID required. No phone or fax requests will be accepted.

Official Transcripts

Please allow five (5) working days for processing your transcript request. During peak periods (November, December, January, April, May, June, July and September) allow a **minimum** of twelve (12) working days.

All transcript requests must include name while attending, current name if different, social security number/student ID number, date last attended and if you were officially accepted into a degree program.

The fee is \$5.00 per copy.

NO TRANSCRIPT WILL BE ISSUED FOR OR TO A STUDENT WITH AN OUTSTANDING FINANCIAL OBLIGATION TO THE UNIVERSITY.

FOR YOUR SECURITY, PHOTO ID'S ARE NOW REQUIRED FOR ALL TRANSACTIONS IN THE REGISTRAR'S OFFICE

MANDATORY HEALTH INSURANCE

Undergraduate students in degree programs who register for nine 9-credits or more will be charged for health insurance coverage, which is waivable under the terms of the health insurance laws

REFUND POLICY

Consult the University catalog or call the Bursar's Office for details concerning the refund policy.

PAYMENT OF BILLS

Statement of charges will be mailed to all students **by MID JULY**. Students must clear their account by **AUGUST 1, 2011. FAILURE TO CLEAR THE ACCOUNT BY DATE SPECIFIED WILL JEOPARDIZE YOUR REGISTRATION.** No student with an outstanding financial obligation will be allowed to attend classes.

FINANCIAL AID

Financial aid from federal, state and institutional sources is available to eligible students with demonstrated financial need. Students must meet requirements of specific aid programs and must also complete and file appropriate financial aid application forms by the financial aid deadline. Although applications will still be accepted after the University's priority deadline, the University cannot guarantee that a determination of eligibility will be made prior to the student's FALL 2011 registration. Awards will be made on a funds-remaining basis.

WORCESTER CONSORTIUM FOR HIGHER EDUCATION

Interested in taking a course that is not offered at Worcester State University? The Consortium program provides you with this opportunity for diversity. Worcester State University along with thirteen other Central Massachusetts colleges and universities: Anna Maria, Assumption, Atlantic Union, Becker, Clark University, Fitchburg State, Holy Cross, Mount Wachusett Community, Nichols, Quinsigamond Community, Tufts University School of Veterinary Medicine, University of Massachusetts Medical Center and Worcester Polytechnic Institute form the Worcester Consortium for Higher Education.

The Consortium provides a cross-registration service whereby full-time degree students may register for one day course per semester at another campus at no additional cost. A Consortium shuttle bus provides transportation among campuses throughout the day.

Consortium Students CANNOT Register For Any Non-State Supported Courses.

Pre-Registration and Registration in early APRIL

For additional information on cross-registration at participating institutions contact your home Registrar.

Course Prerequisites

Effective the Spring 2004 semester, completion of course prerequisites will be required for students entering on or after Fall 2002. Students will not be allowed to register for a course unless they have completed the prerequisite, or its equivalent, or have written departmental approval.

FALL 2011 ACADEMIC CALENDAR

September

- 1 Pre-College Conference
- 5 Labor Day: NO CLASSES
- 6 **Classes begin: day, evening, graduate**
- 12 Last day to add day courses (state-supported)
- 19 Last day to drop day courses (state-supported)
- 19 Last day to add/drop evening/graduate courses (non state-supported)

October

- 10 **Columbus Day: NO CLASSES**
- 13 Last day to declare/change major or minor
- 18 Last day to makeup *Incomplete* grades from Spring/Summer 2011
- 24 Failure warnings due in the Registrar's Office
- 26 Failure warnings issued to students

November

- 3 Last day to withdraw from courses/school
- 7-22 Pre-registration for Spring 2012
- 11 **Veterans' Day: NO CLASSES**
- 12 Last day to elect Pass/Fail option
- 23-26 **Thanksgiving Recess**
- 11/28-12/02 Student evaluation of faculty

December

- 9 **All classes end**
- 12 Reading Day
- 13-21 Final Exams-day classes
- 22-23 Make up days for exams postponed due to inclement weather
- 31 **Semester ends**

FINAL EXAMINATION SCHEDULE FALL 2011

CLASS DAY AND TIME		EXAMINATION DAY / DATE / TIME		
MW/MWF	8:00/8:30AM	Wednesday	December 14	8:30AM
MWF	9:30AM	Friday	December 16	8:30AM
MWF	10:30AM	Monday	December 19	8:30AM
MW/MWF	11:30AM	Wednesday	December 14	12:30PM
MW/MWF	12:30PM	Friday	December 16	12:30PM
MW/MWF	1:30/2:00PM	Monday	December 19	12:30PM
F	11:30/12:30/1:30PM	Wednesday	December 21	8:30AM
MW	3:30PM	Wednesday	December 21	12:30PM
TR	8:00/8:30AM	Tuesday	December 13	8:30AM
TR	10:00AM	Thursday	December 15	8:30AM
TR	11:30AM	Tuesday	December 13	12:30PM
TR	1:00PM	Thursday	December 15	12:30PM
TR/T	2:30PM	Tuesday	December 20	8:30AM
R	2:30PM	Tuesday	December 20	12:30PM