Help Sheet and Information for Part-Time and Full-Time Enrollment Status

Specifying part-time or full-time status

When registering for classes, students are asked to select if they are planning to be enrolled part-time or full-time.

- Any undergraduate student planning to enroll in 12 or more credits should select that they are full-time.
- Any undergraduate student planning to enroll in less than 12 credits should select that they are planning to be part-time.

The following guidelines are used for the fall and spring terms when considering the undergraduate enrollment status of students:
- Students less than 6 credits are considered "Less than Half-Time".
- Students with 6-8 credits are considered "half time"
- Students with 9-11 credits are considered "¾ time"
- Students with 12 or more credits are considered "fulltime"

If you need to change your status

Students who accidentally selected full-time status or who later decide to change to part-time status can do so by contacting the Registrar's office at registrar@wcupa.edu.

What is the SAC 100?

Students who opt to be full-time when registering for classes, and who enroll in less than 12 credit hours, will have a placeholder course, SAC 100, applied to their schedule. The SAC 100 course is added to student schedules to make up the difference between a full-time 12 credit load and the credit load registered. For example, if a student is registered for 9 credits but selected they intend to be full-time, a SAC 100 course worth 3 credits will be added to their semester schedule.

Please note: Students are unable to drop the SAC 100 course as a way to change from full-time to part-time. The SAC 100 course will automatically be reapplied to the student's schedule unless the student's status is moved from full-time to part-time. Please be sure to email the Registrar's Office for assistance: registrar@wcupa.edu.

How to register and select your status

1. In myWCU, https://my.wcupa.edu first select the term you are registering for:

Add Classes —————————————————————————**Steps** 1─2─3

Select Term

	Term	Career	Institution
○	2014 Summer Post Session	Undergraduate	West Chester University
○	2014 Fall	Undergraduate	West Chester University

Select a term then click Continue.

CONTINUE

2. On the top of the next page, please specify your planned enrollment status.

Add Classes

*Please indicate whether you intend on being Full Time Yes ▼   3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3. NOTE: If you do not proceed through all 3 steps, your class(es) will remain as TENTATIVE and you will not be enrolled in the class(es).

2014 Fall | Undergraduate | West Chester University   change term

● Open   ■ Closed