**Part-time Status FAQs**

- For students in bachelor’s degree programs, what is the difference between part-time and full-time status?
  - In the arts and sciences, a student must be registered for no fewer than three and one-half courses/14 credits to qualify for full-time standing. Students in the arts and sciences who are registered for 13.5 credits or fewer with approval from a dean of studies are considered part-time and pay tuition by the course (or fraction thereof).
  - In the Conservatory and the double-degree program, a student must be registered for a minimum of 16 credits per semester to qualify for full-time standing. Students who are registered for 15.5 credits or fewer and have secured approval from an associate dean of the Conservatory are considered part-time and pay tuition by the credit.

- Who is eligible for part-time status?
  - Students who need fewer credits than full-time status in their last semester to complete their graduation requirements are good candidates for part-time status.
  - Students seeking part-time status for medical conditions should call the Office of Disability Services, (440) 775-5588, to inquire about the accommodation process.

- How do I know if part-time status will be financially advantageous for me?
  - If you are receiving financial aid, contact the Office of Financial Aid for more information on how part-time status is to affect your aid disbursement.
  - For example, in order to receive merit-based scholarships from Oberlin, students must be enrolled full-time or be seniors in their final year at the college. Please see [http://new.oberlin.edu/office/financial-aid/returning-students/policies/enrollment-status.dot](http://new.oberlin.edu/office/financial-aid/returning-students/policies/enrollment-status.dot) for more information on part-time status and financial aid.
  - Each student’s disbursement of grants, fellowships, and loans is quite different. Please inquire with the Office of Financial Aid about the impact of part-time status on your financial aid package before you meet with the appropriate dean. You may want to talk to your parents as you make this decision.

- What is the order of steps I should take to establish approval for part-time status?
  - You should begin this process in the fall if you plan to be part-time in the spring (and vice versa).
  - What steps, then, should I take in the fall?
    - Contact the Office of Financial Aid, if applicable (see above).
    - Ensure your record is up-to-date. Work with the Registrar to ensure that all transfer credit work, for example, has been applied accurately.
    - Students expecting to graduate in the subsequent semester should have already applied for graduation through the Registrar. Please see [http://new.oberlin.edu/office/registrar/graduation-information/](http://new.oberlin.edu/office/registrar/graduation-information/) for more information. The earlier you take this step, the earlier the Registrar can help you avert any unwanted surprises.
PART-TIME STATUS FAQS

- See the “Translation Table” at http://new.oberlin.edu/office/dean-of-studies/academic/academic-advisors.dot in order to tally the number of full courses, half courses, academic credits, and co-curricular credits on your academic record.

  - Check your degree progress using DegreeWorks, which you can find in PRESTO. See http://new.oberlin.edu/office/registrar/graduation-information/a-guide-to-degree-evaluations.dot for information on how to use DegreeWorks.

- Work with your advisor, or the appropriate dean, to confirm your estimated progress toward graduation.

  - If you have specific questions about your record, please contact registrar@oberlin.edu. Only the Registrar can provide an official degree audit.

- When registering in the fall for spring courses, select only the courses that you intend to take for the subsequent semester.

- Pass all your registered credits—very important!

  - What steps do I need to take in the spring?
    - Make an appointment with the appropriate dean during the first week of the add/drop period. (All part-time arrangements must be finalized by the end of add/drop.)
      - Determine how many courses/credits you need to graduate—or, how many courses/credits you want to register for prior to this meeting. Approval is granted for a specific number of credits, so you are expected to make this decision prior to your arrival.

  - Why can’t I get approved for part-time status now for the subsequent semester?
    - Deans need to review your grades from the fall, for example, if you hope to be part-time in the spring.

  - How can I tell if my request has been processed?
    - In PRESTO, check the “Accounts Receivable” tab. Adjustments to your tuition are to appear here and, shortly thereafter, Student Accounts is to initiate a reimbursement to your loan providers, your parents, or you, as applicable.

  - Can I audit a course while I am part-time?
    - Yes. Up to two audits are possible, with applicable fees, for students registered for one or more courses (four or more credits). Audits are arranged through the Registrar.

  - What is the difference between taking a course for credit and auditing a course?
    - Courses taken at the college for credit appear on your transcript with a grade. If you are taking a course for a letter grade, the grade is calculated into your GPA. Courses taken for official audit appear on your transcript: a successful audit results in the grade of AU (for “audit”), and an unsuccessful audit results in the grade of F.

# # #