PART-TIME STATUS FOR COLLEGE OF ART & SCIENCES
FREQUENTLY ASKED QUESTIONS
ACADEMIC ADVISING RESOURCE CENTER/REGISTRAR’S OFFICE

● What is the difference between part-time and full-time status?
  ➢ In the College of Arts and Sciences, a student must be registered for no fewer than 3.5 courses/14 credits to qualify for full-time status. Students in the College of Arts and Sciences who are registered for 13.5 credits or fewer with approval from the Academic Advising Resource Center/Registrar are considered part-time and pay tuition by the credit. Complete instructions and related forms are available on the For Students section of the Office of the Registrar’s website.
  ➢ In the Conservatory and the double-degree program, a student must be registered for a minimum of 16 credits to qualify for full-time status. Students in the Conservatory 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. Complete instructions and the related form are available on the Conservatory Student Academic Affairs website.

For information on tuition and expenses, consult the Expenses section in the Oberlin Catalog.

● Who is eligible for part-time status?
  ➢ Students who need fewer credits than 3.5 courses/14 credits in their last semester to complete their degree requirements are good candidates for part-time status.
  ➢ Students seeking part-time status for medical reasons or on the basis of disability should call the Office of Disability Resources, (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 to discuss the impact of part-time status on your financial aid package before you submit your part-time request. Each student’s disbursement of grants, fellowships, and loans is different.
  ➢ Read Enrollment Status under Policies in the Returning Students section of the Office of Financial Aid’s website for more information.
  ➢ You should speak with your parents before you make this decision since there may be other factors to consider before you change your enrollment status.

● What should I do if I am studying on an F-1 Visa?
  ➢ If you are studying on an F-1 Visa you must meet with the director of the International Student Resource Center before you submit your part-time request.

● What steps should I take to establish approval for part-time status?
  ➢ You should begin this process the semester before you plan to study part-time.
  ➢ If you plan to study part-time during your final semester at Oberlin:
    1. Contact the Office of Financial Aid, if applicable (see above).
    2. Ensure your academic record is up-to-date. Check with the Office of the Registrar to make sure all courses and transfer credit have been applied accurately.
3. You should have submitted an application to graduate to the Office of the Registrar. Read the Graduation Information on the Office of the Registrar's website for details.

4. Use Degree Works, within PRESTO, to check your progress toward the degree requirements. For directions on how to use Degree Works read the Degree Works FAQs on the Office of the Registrar's website. (Note: 1 credit = ¼ full course and .5 credit = 1/8 full course)

5. Confirm your progress toward degree requirements with your academic advisor or an assistant dean in the Academic Advising Resource Center. Determine how many courses/credits you need to graduate. Part-time approval is granted for a specific number of credits.

6. If you have questions about your academic record, contact registrar@oberlin.edu. Only the Office of the Registrar can provide an official degree audit.

7. When registering for courses prior to an approval for part-time status, you can select the courses you expect to take or register for 3.5 courses/14 credits and adjust your registration during add/drop.

8. If necessary, meet with an assistant dean in the Academic Advising Resource Center during the first week of classes. All part-time arrangements must be finalized by the end of add/drop in the semester for which you are requesting part-time status.

9. Pass all your courses—very important!
   - If you are requesting part-time status as an accommodation for medical reasons or on the basis of disability, schedule an appointment with the Office of Disability Resources (440-775-5588) for required documentation. All part-time arrangements must be finalized by the end of add/drop in the semester for which you are requesting part-time status.

- **When will I find out if my part-time request is approved?**
  - Students will receive the decision for their part-time request in January for the spring semester and July for the fall semester. The assistant deans in the Academic Advising Resource Center need to review your grades from the prior semester to ensure that you are eligible for part-time status. Part-time requests for medical accommodations will be reviewed and processed upon receipt.

- **How can I tell if my request has been processed?**
  - You will receive an email from the Academic Advising Resource Center (aarc@oberlin.edu) with the decision regarding your part-time request.
  - In PRESTO, adjustments to your tuition will appear in the “Accounts Receivable” tab and Student Accounts will reimburse 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 Office of the Registrar.

- **What is the difference between taking a course for credit and auditing a course?**
  - Courses taken 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 as the following: a successful audit results in the grade of AU (for “audit”) and an unsuccessful audit results in the grade of F.