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 the Registrar are considered part-time and pay tuition by the course (or fraction thereof). Complete instructions for students applying for part time status are found here.

- 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.

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

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 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/ for more information. The deadline to apply to graduate in add/drop in the fall semester of your final year.

    - 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](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!

    o 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?

  o 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?

  o 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?

  o 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?

  o 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.