

For Students

[Registration for New Students](#)

[Student Tips to Creating a Balanced, First Semester Course Schedule](#)

[Creating a Course Load at Clark](#)

[Degree Audit Tool](#)

[Things to Remember When Choosing Your Classes](#)

[Assessing Your Classes](#)

[Course Information](#)

[Higher Education Consortium of Central Massachusetts \(HECCMA\)](#)

[Adding, Dropping & Withdrawing from Courses](#)

[Grades](#)

[Repeating Courses](#)

[Registration for Next Semester](#)

[Teaching Evaluations](#)

[Attendance Policy](#)

[Graduation Review and Clearance](#)

[Tips for Selecting Your Major](#)

[When to Declare Your Major](#)

[How to Declare Your Major](#)

[Finding an Academic Advisor](#)

[Changing Your Academic Advisor](#)

Registration for New Students

The first semester of registration at Clark may seem a little intimidating, but the process is really quite manageable. Incoming first-year students and first semester transfer students are guided through registration by a team of advising staff. The next few pages contain some hints on planning for the first semester of registration.

Tips to Creating a Balanced First Semester Academic Program

Step 1: Determine Your Interests

Before looking through the many courses offered, first determine your interests and strengths by asking yourself what subjects in high school you enjoyed the most and did the best in. Then think about which areas you may want to explore and find out more about. Remember, do not limit yourself. If you have been interested in something but have never tried it, now may be the time. College is the time to investigate new options.

Step 2: Connect with your Advisor

your advisor by e-mail. In preparation for these advising conversations, it is important that you complete the **Academic Advisor Information Form**

are eight courses required for this program and you have four years (or eight semesters) in which to complete them. You are encouraged to fulfill the Formal Analysis and Verbal Expression requirements in your first year to ensure that you have the critical thinking skills necessary for advanced work.

One should be a small class (i.e. no more than twenty students); check the class schedule for enrollment numbers. Again, your First-Year Intensive course will be small by definition, but you may want to choose another, depending upon your learning style and academic interests.

Creating a Course Load at Clark

Guidelines for Creating a Balanced Course Load

What:

At least **ONE** small class (**UNDER 20 STUDENTS**)—This is met with a student's FYI course

No more than **TWO** courses with **EXTENSIVE OUT OF CLASS TIME COMMITMENTS** (e.g. Science labs, Studio Art, Screen Studies, Computer Science, Foreign Languages)

Type:

At least **ONE** Critical Thinking course (VE or FA), if eligible, or the appropriate preparatory course (IDND 018, ESL 155, MATH 119)

At least **ONE** course required for a major of interest

At least **ONE** course which fulfills a Perspective

ONE course of general interest

When:

Classes should be scheduled throughout the week.

Schedule breaks between classes (this allows the review of notes/lectures).

Where:

If scheduling a HECCMA class, students must allow for the time to commute to other institution.

Limitations on Courses for New Students

First Year students, first semester transfer students, and first-semester visiting students are not permitted to enroll in:

School of Professional Studies undergraduate courses

Five Courses

HECCMA courses unless ROTC or approved by College Board petition

Internships

ROTC

Clark University students may participate and earn credit in the Army and Air Force Reserve Officers' Training Corps at Worcester Polytechnic Institute. U.S. citizens, who are physically qualified, earn their degree from Clark University and satisfactorily complete the ROTC program, will be commissioned as second lieutenants in the U.S. Army or Air Force. Students may request an educational delay of active duty in order to attend graduate school. First-year and sophomore students can compete for two and three-year scholarships, which are primarily based on academic performance and major. Students interested in Army ROTC should contact the Military Science Department at Worcester Polytechnic Institute (WPI) phone number 508-831-

5268 or email armyrotc@wpi.edu. Students interested in Air Force ROTC should contact the Department of Aerospace Studies at WPI, phone number 508-831-5747 or email afrotc@wpi.edu.

Course Listings

Course Information

NUMBER OF COURSES	TYPE OF LOAD	APPROVALS
AUDIT (no credit awarded)		Must be enrolled full-time. Permission of Instructor required. Payment required for School of Professional Undergraduate Audits.
Fewer than 3	Part-Time	Academic Advising Center approval required
3	Full-Time	None
4	"Normal" Full-Time	None
4.5	"Normal" Full-Time	None
5	Full-Time	Only Juniors and Seniors with 0 1 asnor8y Js

indicates a required discussion section, you must register for both the PSYC 101 class and the required discussion at the same time.

Summer Courses

Non-Clark summer school credits are considered external credits and require prior, written permission from the Academic Advising Center. Summer school credit taken after matriculation at Clark is limited to **two units per summer**. Students may enroll in a total of 6 summer courses over four years, when making up deficiencies accumulated while enrolled at Clark University (e.g. failing or withdrawing from a course). **However, only four units may be applied toward your degree if used for acceleration.**

Courses taken outside the United States must receive approval from the Office of Study Abroad Programs.

Courses approved for undergraduate school students that are offered through the School of Professional Studies Undergraduate need not receive prior approval. Certain **School of Professional Studies** undergraduate courses may also fulfill Program of Liberal Studies

Higher Education Consortium of Central Massachusetts (HECCMA) Courses

Transportation: If you need transportation to and from classes at other HECCMA schools, the University will provide you with free access to Uber to take you from Clark to your class and back to campus. Please contact Lisa Gillingham, Managerial Assistant, Office of Government and Community Affairs at lgillingham@clarku.edu or 508-793-7614 to arrange for this transportation.

Adding, Dropping or Withdrawing from Classes

Adding/Dropping

Students may add or drop courses online during the add/drop period. If students wish to add a course after the add/drop deadline, they must complete a Course Add/Drop form, obtain the course instructor's signature, and submit the form to the Registrar's Office.

Withdrawing from a Course

After the add/drop period, you may withdraw from a course by submitting a withdrawal form to the Registrar's Office. The new policy requires that you get a signature from your First Year Success Advisor (FYSA), faculty advisor or a member of the Academic Advising Center. Grades of W are recorded for course withdrawals after the add/drop period and prior to the withdrawal deadline. The deadline for withdrawing from courses is listed on each semester's academic calendar. It is not necessary to petition the College Board to withdraw from a course, but students should consult with their academic advisor before withdrawing from any course. International students may not enroll in fewer than three courses without approval from the International Students and Scholars Office.

NOTE: Failure to complete registration before the end of the Add/Drop period will result in a late fee of \$100.

- 4. During the first three weeks of the semester, students should try to find whether a course is related to their major and whether they feel confident in that particular area. This will help to decide whether to take a class as a letter grade or P/F.**

A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D+	= 1.3
D	= 1.0
F	= 0.0

To compute GPA:

1. Assign a numerical value to each grade.
2. Multiply that value by the number of units in each course.
3. Add all of the numerical values together.
4. Divide the sum by the total number of units taken; that result is the GPA.

Repeating Courses

It is the policy of Clark University to allow students to repeat any course. However, you will only get credit for one of the courses (except in cases where the faculty designate a course as one that can earn credit more than once). Both courses will appear on the transcript but only the higher grade will be computed into the GPA. Students receiving any kind of federal or institutional aid should consult with the office of Financial Aid to determine if the repeated course/s will affect their aid eligibility.

Registration for the Next Semester

Prior to the end of each semester, continuing students are required to register for the following semester. This allows the student to plan for the next semester's program and allows the University to plan its course offerings according to student demand. Students' registration for the next semester are not carved in stone. Students may add or drop a course through the end of the add/drop period. **NOTE: Students cannot register for a fifth course during the pre-registration period.**

Professor -Teaching Evaluations

Teaching evaluations are requested in each course before the end of the semester. These anonymous forms give students a chance to provide feedback on the effectiveness of the instructor and course.

Attendance Policy for Students

Attendance Requirements

There is no University policy on class attendance. However, individual professors often establish attendance requirements for their own courses. When you enroll in a course, you are expected to abide by the policies for that course, regardless of what is expected in other courses. If attendance is required, you should expect to lose points for absence.

Absence Due to Religious Reasons

Massachusetts State law states that if you cannot attend class for religious reasons, you will not be penalized for that absence. Speak with your instructor prior to the absence, explain the circumstances and discuss methods of making up the work you have missed.

Absence Due to Illness

If you miss one or two classes due to illness, you must discuss this with your instructor and make arrangements to make up any missed work. Instructors may request medical confirmation from a physician. Confirmations are **not** provided by the Division of Student Success Office, the Academic Advising Center, or Health Services for short illnesses during the semester or other non-crisis circumstances which account for your absence from classes.

Absences Due to Hospitalization or Major Illness

If you

deadline date, you will receive an F for the course. **(Incompletes cannot be authorized by individual faculty. Any incomplete submitted by a faculty member which has not been approved by the Director of the Academic Advising Center will be changed to a grade of F**

Exam Scheduling

Final exams are prescheduled. The exam schedule appears on the web for each semester. Not all courses will have a final exam, however. Professors are expected to inform their classes of their final exam schedule at the start of every semester, and may only change the date or time of a scheduled final exam if they obtain the consent of the entire class.

This policy is intended to alleviate conflicts like exams being scheduled at the same time on the same day, or having more than two exams in the same day. If any conflicts do arise, you should be notified, you will have the opportunity to request a change.

Graduation Requirements

To earn a Bachelor of Arts degree at Clark, a student must complete a minimum of 32 course units (128 semester credit hours equivalent) with a minimum overall (cumulative) 2.0 grade-

Another way to learn how your choice of major can lead to a given career is to talk to people employed in various fields. The Career Connections Center maintains an Alumni Contact Database listing alumni who are willing to serve as career contacts to Clark students. They can provide information on the types of jobs available with a particular major and can also help you begin the process of networking which will ultimately land you an internship or a job. Contact the Career Connections Center to learn how to reach out to potential networking contacts.

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³, NQRZ ZKDW , ZDQW WR PDMRU LQ EXW , GRQ¶W WKLQN &

If either of the above is true for you, first obtain information on the majors you are considering. Information on the requirements for all Clark majors, minors, and concentrations is available on the Academic Advising Center web page. Many departments have also published their own advising handbooks. Speak to your faculty advisor or the undergraduate advisor in the department you're considering. Find out what it takes to major in that department. If you're considering the professions of law, medicine or health sciences, you should meet with the advisor of that program.

The student-designed major may be the best way to resolve the major dilemma for students who have a strong sense of what they are interested in but can't match that interest with an existing Clark major. For information on how to design your own major, the Academic Advising Center.

Above all, choose what fits you. Your father, mother, or best friend does not have to sit through that psychology, physics or literature exam

When to Declare Your Major