

Engineering Certificate Program Enrollment Checklist for Wellesley Students

Follow these steps to enroll in the Olin Engineering Certificate Program:

- 1. Take at least one Olin course and have interest in taking more.
- 2. Review the Engineering Certificate Goals and Requirements in the Olin Course Catalog (in Programs of Study -> Other Academic Programs) and draft a plan for a set of courses that meet the Certificate requirements.
- 3. Review the Olin Engineering Certificate Program Enrollment Form (downloadable from the Forms section of the Olin Registrar Office's website).
- 4. Discuss your course plan with your Olin adviser (typically Professor Jean Huang), complete the Enrollment form, and ask my Olin adviser to sign it.
- 5. Review the Enrollment form with your Wellesley adviser (Prof. Banzaert or Dean Black) and ask your Wellesley adviser to sign it.
- 6. Deliver the completed, signed form to the Olin Registrar's Office, Campus Center, room 320.
- 7. Keep a copy of your signed Course Plan for your records.

FAQs:

Q: I've done all of the items in the check list, what happens now?

A: Olin and Wellesley can now identify you as a certificate student. This gives you priority in registering for Olin courses and allows Olin to track your progress toward the certificate.

Q: Why should I do this after taking one Olin course (not before or after)?

A: Taking one course ensures coursework at Olin is a good fit for you, prior to going through the paperwork and meetings needed to enroll in the certificate program. Since being a certificate student gives you priority in registering for Olin courses, it's in your best interest to enroll as soon as you're able.

Q: What if the courses on my plan change?

A: Make an appointment with your Olin adviser to go over your changes. Most changes will require a manual edit to your original form with initials from you and your adviser. This can then be scanned to the registrar@olin.edu. If your change is significant, you may have to generate a whole new form.

Q: What if I no longer want to pursue the Certificate program, but continue to take Olin courses?

A: No problem, we are happy you were able to give some Olin courses a try. Just send an email to your Olin Adviser, Olin Registrar, and Wellesley Adviser to let them know. You are more than welcome to continue taking courses at Olin.

Q: What if I want to drop the courses I'm taking this semester?

A: Follow the policies of Olin's drop period (typically 45 days into the semester), complete a drop form <http://www.olin.edu/academic-life/student-affairs-resources/registrar/my-forms/> and deliver it to the Olin Registrar's Office.