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.
☐ 4. Discuss your course plan with your Olin adviser (typically Professor Jean Huang), complete the Enrollment form, and ask my Olin advisor to sign it.
☐ 5. Review the Enrollment form with your Wellesley adviser (Prof. Banzaert or Dean Black) and ask your Wellesley advisor 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 checklist, 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 advisor to go over your changes. Most changes will require a manual edit to your original form with initials from you and your advisor. 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.

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