

Engineering Certificate Program Enrollment for Wellesley Students

We are happy you are interested in Olin's Certificate Program. Please follow the following checklist so we are able to help you through the requirements.

CHECK LIST

A. I've taken at least one Olin course.	
B. I'm very interested in taking more Olin courses and have drafted a plan for a set of courses at Olin that will make me happy and fit within the Certificate requirements www.olin.edu/course-catalog/other-academic-programs-and-opportunities/	
C. I've met with Olin adviser, Professor Jean Huang, to discuss the course plan, fill out the Course Plan form, and have Prof. Huang sign it.	
D. I've met with Wellesley adviser, Class Dean Jennifer Stephan, to discuss and obtain support for my program, review the Course Plan form, and have her sign it.	
E. I've delivered the completed, signed form to the Olin Registrar's Office, Campus Center, room 320	
F. I've kept a copy of my signed Course Plan for my records	

HELPFUL CONTACTS

<p>Olin Certificate Adviser: Jean Huang Email: jean.huang@olin.edu Location: Milas Hall 266 Phone: 781-292-2584</p>	<p>Olin Registrar's Office Linda Canavan and Vivien Bouffard Email: registrar@olin.edu Location: Campus Center 320 Phone: 781-292-2340</p>	<p>Wellesley College Class Dean Jennifer Stephan Email: jstephan@wellesley.edu Location: Schneider 222 Phone: 781-283-2325</p>
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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 provides you with easier access to Olin courses and advising at both campuses. It allows Olin to track your progress toward the certificate. It makes the process much smoother.

Q: What if the courses on my plan change?

A: Make an appointment with Professor Jean Huang and go over your changes. Most changes will require a manual edit to your original form with initials from you and Professor Huang. This can then be scanned to the registrar@olin.edu. If your change is significant, you may have to do a whole new form and walk back through steps D-I.

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 the contacts (Olin Adviser, Olin Registrar and Wellesley Adviser) to let them know. You are more than welcome to continue taking courses.

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.