Exchange Student Information

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Academic Calendar
Please familiarize yourself with the academic calendar.

Grading System
Please review the WPI Grade System. WPI degree seeking undergraduate students are on the “Plan (Current System)”. As exchange students, you will be on the “Traditional (System Before Mid-1970's)”. The following grades are possible: A, B, C, D, F. Therefore, exchange students cannot “NR” a course.

Housing
WPI does not offer on-campus housing. WPI Residential Services has resources available for finding off-campus housing. You should start researching housing options as soon as possible.

International Student Handbook
Please read the International Student Handbook.

Internet & Wi-Fi On-Campus
Please note that you will need to register your computer, phone, or any device that will use Wi-Fi. Please become familiar with the process so you can do this once you arrive on campus.

Open container law
Please familiarize yourself with this Massachusetts law regarding open containers.

Preparing For Your Trip & Arriving in the United States
Please read the following information from the International House

- Getting a Visa
- Arriving in the United States

If you have any questions, please contact the International House, ih@wpi.edu

Questions
When contacting the staff members listed below, please identity yourself as an exchange student.

Email/IT: Helpdesk helpdesk@wpi.edu (508-831-5888)

Health forms: Regina Roberto rroberto@wpi.edu (508-831-5520) Health Services

Registering for courses: Office of the Registrar registrar@wpi.edu (508-831-5211)

Student visa: Colleen Callahan-Panday ccallahan@wpi.edu (508-831-6030) Director, International Student Life

If you experience any issues once on campus, please call Campus Police (508-831-5555)
Registering for courses
You can familiarize yourself with course schedules. Please be aware of the add/drop dates for the upcoming semester. Course changes (adds/drops) may occur through the 5th day of the term, not including weekends, without a financial penalty. On days 6-10 of the term, not including weekends, course changes (adds/drops) are permitted with instructor approval. During days 6-10 of the term, not including weekends, a $100 late fee will be charged, to the student, per class for adds only. No adds/drops are allowed after day 10 of the term. It is recommended that you complete all your registration by day 5 of the term in order to avoid a late fee charge.

To Register For Courses:
- Visit the Registrar’s Home Page, click on the BannerWeb button
- Enter WPI ID and PIN or username and password
- Select student services and Financial Aid
- Select Registration
- Select Look up classes to add. (IMPORTANT! Please list the CRN numbers (course reference numbers) you will need these to register the classes)
- Submit the correct registration term
- Select add/drop classes

Note: If you have a permission error registering for courses, you must contact the department for special permission and then fill out the “Add/Drop” form and have the faculty member sign it before you return it to the Registrar’s Office.

Be sure to click submit changes when you are done!

Aarhus University
As an exchange student, you are required to take a minimum of 6 credits in A term and 6 credits in B term. The maximum is 21 credits over the semester. Please note: If you are only taking graduate level courses (course number between 500-699 or 5000-6999) then you only need to take a minimum of 9 credits throughout the semester. The maximum is 12 credits over the semester.

Please contact your faculty advisor, Professor Holly Ault hkault@wpi.edu with any questions.

Hochschule Konstanz University of Applied Sciences (HTWG)
As an exchange student, you are required to take a minimum of 6 credits in A term and 6 credits in B term. The maximum is 21 credits over the semester. Please note: If you are only taking graduate level courses (course number between 500-699 or 5000-6999) then you only need to take a minimum of 9 credits throughout the semester. The maximum is 12 credits over the semester.

Please contact your faculty advisor, Professor Ulrike Brisson ubrisson@wpi.edu with any questions.

KTH Royal Institute of Technology
Please work directly with your faculty advisor, Professor Holly Ault hkault@wpi.edu to choose your courses.
NEOMA Business School
Please work directly with Norm Wilkinson, nwilkins@wpi.edu Executive Director, School of Business to choose your courses.

Tsinghua University
Please work directly with your faculty advisor, Professor Jianyu Liang jianyul@wpi.edu to choose your courses.

Zurich University of Applied Sciences (ZHAW)
School of Engineering - Winterthur Branch: Please work directly with your faculty advisor, Professor Gu Wang g wang2@wpi.edu to choose your courses.

School of Life Sciences/Facility Management - Waedenswill Branch: Please work directly with your faculty advisor, Professor Arne Gericke a gericke@wpi.edu to choose your courses.

Transportation
SNAP (Student Night Assistance Patrol) Transportation Services

SNAP begins operation on the first night of classes each term and ends on the last day of classes at the end of the term: Sunday through Saturday, from 6 p.m. to 4 a.m. during A-Term and D-Term and 4 p.m. to 4 a.m. during B-Term and C-Term

Guidelines for utilizing the SNAP Transportation service include:

- escorts must fall under a limit of a one (1) mile radius.
- escorts will be provided from off-campus housing, to campus and from campus, to off-campus housing.
- escorts will be provided when on campus to anywhere else on campus.
- escorts will be provided to Price Chopper grocery store at Park Avenue on Thursdays 4pm to 5pm and Sundays 4pm to 5pm.
- escorts are not used for rides to shopping centers, restaurants, bars, or any other commercial locations.
- escorts may be provided to and from the Train Station or Bus Station to WPI Students for traveling purposes only.
- escorts are not allowed by law to transport any forms of drugs or alcohol. SNAP drivers are authorized to view any enclosed packages and /or containers.

You can reach SNAP by calling +1-508-831-6111. Calls will be handled as expeditiously as possible. However, there may be times when an escort is delayed; please be patient and waiting where you can see the van during such times.

The Shuttle (evening)
The Shuttle is committed to providing safe transportations to all the WPI Community. There are seven (7) Shuttle van stops.
The posted signs for the shuttle routes are as follows:

1. Faraday Hall: In front of building.
2. Gateway Park: Outside the Gateway Garage by the north-end stairwell.
3. Founders Hall: Behind the building.
4. Bartlett Center: In front of building.
5. Morgan Hall Rear: End of the walkway between Rec Center/Morgan Hall.
6. Price Chopper: In front of building.
7. Salisbury Estates: By the rotary island.

The above locations identified are in order of the shuttle route.

THE SHUTTLE (evening) HOURS OF OPERATIONS:

Hours of Operation are Sunday through Saturday (7 days a week) from 6:00 pm to 2:00 am.

Worcester Regional Transit Authority

Waitlisted Courses

Please familiarize yourself with the policy for [waitlisted courses](#).

Waitlists for closed courses are established chronologically. Students must claim approved seats upon notification of the seat being available. Waitlists for each term are abolished on the third day of classes of that term. Any unclaimed seats are available to all students on a first-come, first-serve basis. The typical advice given to students regarding waitlisting courses includes the following:

1. While you have nothing to lose by putting your name on the waitlist, always have an alternate plan in mind in case you do not get a seat from the waitlist.
2. Do not drop a class until after you have received a seat from the waitlist.
3. Be patient and keep checking your WPI e-mail.

You should discuss selection of an alternate class with your academic advisor in case you are not able to get into the course that you are waitlisted for. If you get the message "Open - ## waitlisted", this means that a waitlist exists but there are seats available. Those available seats, however, will be offered to the students on the waitlist first. We suggest you add yourself to the waitlist at this point. Please be advised that the web will allow you to waitlist a course that will have a time conflict with another course you are registered for or for a course that will put you in an overload status.

Waitlists are moved weekly throughout the prior term up until the start of the next term. If you are waitlisted for a course, please keep checking your WPI e-mail. When a seat becomes available, you will receive an e-mail from the Registrar's Office. Once you receive an email from the Registrar's Office informing you of an available seat, please go directly to Banner web and register for the course. Please note: If you do not register for the course within 72 hours of receipt of the notification email, you will lose the seat.

***The only term this does not apply to is A Term. The waitlists for A Term are moved twice before classes end for the summer and then again in August prior to the start of A Term classes.***

Please feel free to email any questions to: Registrar@wpi.edu