

**Department of Interdisciplinary Engineering**  
**BSEN, BELM, BSBE**



**WENTWORTH**  
**INSTITUTE OF TECHNOLOGY**

**Registration Guide**

2018 – 2019

## Department Contact Information

Dr. Nakisa Alborz, LEED AP BD+C, Chair of Interdisciplinary Engineering – [alborzn@wit.edu](mailto:alborzn@wit.edu), 617-989-4705

Ms. Brittany Klug, Academic Coordinator – [klugb@wit.edu](mailto:klugb@wit.edu), 617-989-4723

Office Location: Rubenstein 202

## General Registration Tips

1. Be prepared. Review your academic progress and reach out to the department with any questions prior to your registration period. Make sure you know which classes you need and plan your schedule ahead of time.
2. Register as early as you can. Classes can fill up quickly, so your best chance of getting your preferred schedule is to register at the first opportunity

## Registration Errors

### Common Types of Registration Errors

*Closed Course* – this means that a section is full.

*Pre-requisite or test score* – this means that either you do not have one of the pre-requisites for the class for which you are trying to register or that class has a co-requisite for which you have not yet registered.

*Un-Linked Courses* – when a class has a lab and a lecture section, the labs and lectures are generally grouped in pairs, so you must take a particular lab with a particular lecture. If you get this error, it means that you are trying to combine a lecture and a lab section that are not paired.

*Field of Study* – this means that the class is restricted to students in a particular major.

*College* – this means that the class is restricted to students in a particular college. Most likely, the class is for students in the College of Professional and Continuing Education (CPCE), and so closed to day students. These sections will usually have a section number beginning with C.

*Repeat Limit* – this means that you have taken the class unsuccessfully (i.e. failed or withdrawn from the class) more than once. You need to get special permission to take a class more than twice.

### Overrides

Overrides can be given by the academic coordinator with the faculty and department chair's approval. Students will first need to get permission from the instructor of the course before the academic coordinator will put the override into the system.

When asking for an override, please give the following information:

Name

W#

Course and section number (e.g. ENGR 1000-01)

CRN (so that overrides can be given for the correct section)

The kind of error you are receiving (the override is specific to a type of error)

### Time Conflict Errors

For time conflicts, you need permission from both instructors involved as well as the permission of the Department Chair (or both Department Chairs, if the classes are in different departments). The time conflict form can be obtained from the academic coordinators.

### Overloads

In order to register for more than 20 credits, you will need to submit the Overload form (available from the Student Service Center or the Academic Coordinator) and get permission from the department chair. Overloads must be processed by the Student Service Center.

If you take more than 20 credits in one semester, bear in mind that you will be charged per credit for every credit over 20 credits. In 2017-18, the fee per credit was \$1030. So, 23 credits would mean a charge of \$3090 in addition to full tuition.

### Closed Course Overrides

If the course section you want is full, and other sections of the same course are open, we will usually ask you to try to rearrange your schedule rather than give a course override. It is important sections remain balanced for a number of reasons: over-full sections have an impact on the quality of your educational experience. Over filled course sections can result in a shortage of equipment. If a section has more people than the room can hold, then this is a violation of fire regulations and lab safety requirements.

For the above reasons, we will generally hold off giving closed course overrides until we are sure the sections are balanced, or unless there is absolutely no other way to resolve a conflict. We *cannot* give closed course overrides for any of the following reasons: Instructor preference; unwillingness to take an early or late section; unwillingness to rearrange schedule.

### **Other Departments**

The department can only give overrides for classes that it teaches: that is to say for classes with the prefixes ENGR, or ELMC, or BIOE, or for MECH3900. For overrides into classes taught by other departments, you will need to see the academic coordinators for those departments.

ENGR, ELMC, BIOE, MECH 3900 – Ms. Brittany Klug ([klugb@wit.edu](mailto:klugb@wit.edu))

ENGR1600/ENGR1800 – Ms. Alexandra Ghiz ([ghiza@wit.edu](mailto:ghiza@wit.edu))

Electrical Engineering – Dr. Stephanie Wooler ([woolers@wit.edu](mailto:woolers@wit.edu))

Mechanical Engineering – Ms. Judith Duvivier ([duvivierj@wit.edu](mailto:duvivierj@wit.edu))

Civil Engineering – Ms. Rachel Beauchemin ([beaucheminr@wit.edu](mailto:beaucheminr@wit.edu))

Computer Science – Dr. David Albanese ([albenesed1@wit.edu](mailto:albenesed1@wit.edu))  
College of Arts and Science (MATH, PHYS, humanities and social sciences) – Ms. Lisa Manness ([mannessl@wit.edu](mailto:mannessl@wit.edu))

## College of Arts and Sciences Classes

The College of Arts and Sciences (CAS), which runs Math, Science, Management, English sequence, Humanities, and Social Sciences courses, has very strict policies about overrides and will rarely make exceptions. Since the CAS provides courses for all Day students at Wentworth, in an effort to serve all students equitably, exceptions are not made for individual students which cannot be made for all students.

## **Frequently Asked Questions (FAQs)**

*When do I register? / How do I find out what registration group I am in?*

The Registrar's Office (located on the first floor of Williston Hall) sends an email to all students with information about when each class year registers prior to the registration period beginning. Registration groups are based upon current student status and does not include credits from in-progress courses.

*What counts as a technical elective?*

Technical electives are upper level engineering, math, or science courses with a prefix of ELEC, COMP, MECH, MANF, CIVE, or BMED, which are not part of your overall core curriculum requirements.

*What counts as a general elective?*

General electives are any course, open to day students, worth three credits or more. Students are also encouraged to search College of the Fenway (COF) course listings.

*Do I really have to take X course on the curriculum sheet?*

Yes, you do have to take all requirements listed on your curriculum sheet, even the elective non-engineering courses. You may not substitute courses or disregard requirements without approval from the department chair.

*Do I have to register for co-op as a class? / What if I don't have a co-op yet?*

Yes, you must register for co-op as a class. The registration process is the same for co-op as it is for traditional classes.

Please reach out to the Co-ops + Careers Office ([coopsandcareers@wit.edu](mailto:coopsandcareers@wit.edu), 617-989-4101) and begin planning your co-op semester in advance of registration. If you do not have a co-op by the time of registration, you should still register. Students who do not appear as registered for the semester may be in jeopardy of being mistaken for unenrolled.

*What do I do if I am having difficulty contacting my academic advisor or the instructor of a class I am trying to get into?*

If you are having difficulty getting hold of a faculty member, please let the academic coordinator, Ms. Brittany Klug, know and she will assist you.

### *What counts as a Humanities or Social Sciences requirement? / How do I find classes?*

Classes with the prefixes COMM, ECON, POLS, PSYC, or SOCL are social sciences courses. Classes with the prefixes HIST, HUMN, LITR, PHIL are humanities courses.

To find classes, go on Leopardweb and select "Course Section Search" then [Semester] 2018. You can then click on Advanced Search. In the list of subjects, you can control click the following: Communication, Economics, History, Humanities, Literature, Philosophy, Political Science, Psychology, and Sociology. The Advanced Search will also let you enter time parameters according to your schedule. Then you can click "section search" and it will list the sections that correspond to your specifications. SR means the course has space; C means it is closed. Courses with a section number beginning with C are CPCE courses and not open to day students

### *Where can I study abroad?*

The semester exchange programs are offered at the following locations:

Hanze University of Sciences, Groningen, Netherlands  
INSA Rouen, Normandy, France  
Kingston University, Kingston (London), England  
Lucerne University of Applied Sciences, Lucerne, Switzerland  
RMIT University, Melbourne, Australia  
University of Girona, Girona, Spain  
University College Dublin, Dublin, Ireland  
Waterford Institute of Technology, Waterford, Ireland  
Windesheim University of Applied Sciences, Zwolle, Netherlands

Students also have the option of creating their own study abroad experience through an outside provider, or joining a faculty led travel course trip.

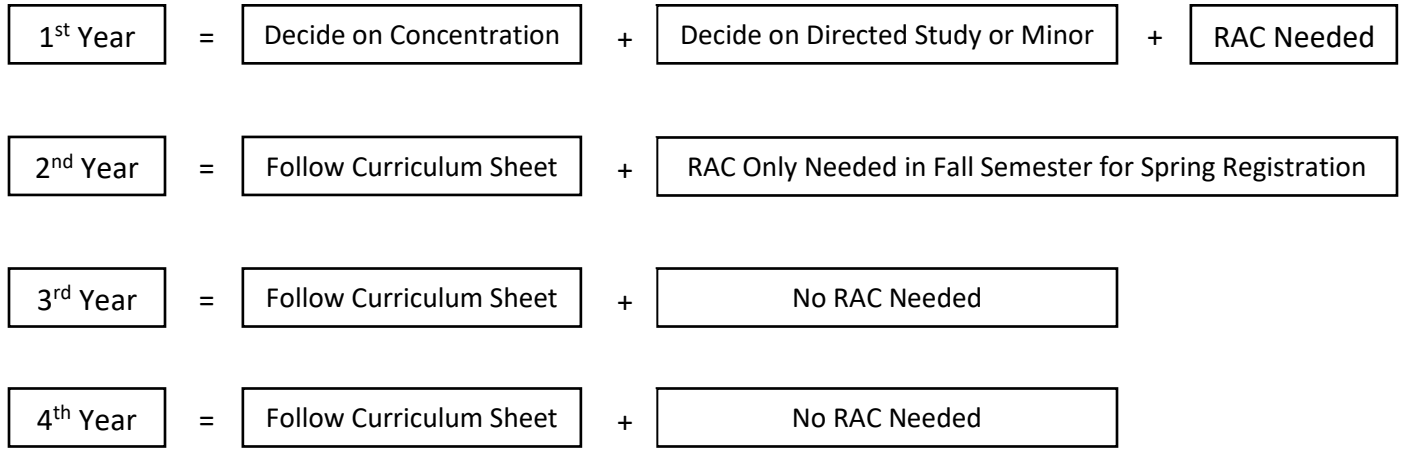
### *How can I initiate the Study Abroad process?*

1. Explore locations, review eligibility
2. Meet with Department Chair
3. Fill Out Online Application

### **Acknowledgments**

This document was inspired by the Department of Electrical Engineering's registration guide written by Dr. Stephanie Wooler. Dr. Wooler's language was used in this document and we appreciate her assistance.

## BSEN Registration 'Formula'



### Program Credit Requirements:

In addition to core engineering courses, students must fulfill requirements in a variety of academic categories. Below are the credit requirements for each category of academic study and the total minimum credits needed to complete the degree.

Category	Credits Required
HUSS (Humanities / Social Sciences) Elective	28
Directed Study / Minor Study	12
Management Elective	6
Computer Science Elective	4
Math/Science Elective	8
Engineering Concentration & Core Courses	77
<b>Total Minimum Credits Required = 135</b>	

Overall credit count per concentration may vary but must be within 135 total credits and meet the minimum credit count indicated above per category.

### Notes:

Students are responsible for reviewing their **academic transcript** and **degree audit** to ensure they are on track.

Feel free to reach out via email or in person if you are unsure about your academic progress or if you have specific questions. Meetings with the Chair must be scheduled in advance, meetings may be setup via Ms. Klug ([klugb@wit.edu](mailto:klugb@wit.edu)). Emails will be answered within 24-48 hours.

\*RAC = Registration Access Code

## BELM Registration ‘Formula’

1 <sup>st</sup> Year	=	Follow Curriculum Sheet	+	RAC Needed
2 <sup>nd</sup> Year	=	Follow Curriculum Sheet	+	RAC Only Needed in Fall Semester for Spring Registration
3 <sup>rd</sup> Year	=	Follow Curriculum Sheet	+	No RAC Needed
4 <sup>th</sup> Year	=	Follow Curriculum Sheet	+	No RAC Needed
5 <sup>th</sup> Year	=	Follow Curriculum Sheet	+	No RAC Needed

### Program Credit Requirements:

In addition to core engineering courses, students must fulfill requirements in a variety of academic categories. Below are the credit requirements for each category of academic study and the total minimum credits needed to complete the degree.

Category	Credits Required
HUSS (Humanities / Social Sciences) Elective	28
General Elective	3
Technical Elective	6
Engineering and Other Core	137
<b>Total Minimum Credits Required = 174</b>	

### Notes:

Students are responsible for reviewing their **academic transcript** and **degree audit** to ensure they are on track.

Feel free to reach out via email or in person if you are unsure about your academic progress or if you have specific questions. Meetings with the Chair must be scheduled in advance, meetings may be setup via Ms. Klug ([klugb@wit.edu](mailto:klugb@wit.edu)). Emails will be answered within 24-48 hours.

\*RAC = Registration Access Code