Help Sheet and Information for Part-Time and Full-Time Enrollment Status

Specifying part-time or full-time status

When registering for classes, students are asked to select if they are planning to be enrolled part-time or full-time.

- Any undergraduate student planning to enroll in 12 or more credits should select that they are full-time.
- Any undergraduate student planning to enroll in less than 12 credits should select that they are planning to be part-time.

The following guidelines are used for the fall and spring terms when considering the undergraduate enrollment status of students:
- Students less than 6 credits are considered “Less than Half-Time”.
- Students with 6-8 credits are considered “half time”
- Students with 9-11 credits are considered “¾ time”
- Students with 12 or more credits are considered “fulltime”

If you need to change your status

Students who accidentally selected full-time status or who later decide to change to part-time status can do so by contacting the Registrar’s office at registrar@wcupa.edu.

What is the SAC 100?

Students who opt to be full-time when registering for classes, and who enroll in less than 12 credit hours, will have a placeholder course, SAC 100, applied to their schedule. The SAC 100 course is added to student schedules to make up the difference between a full-time 12 credit load and the credit load registered. For example, if a student is registered for 9 credits but selected they intend to be full-time, a SAC 100 course worth 3 credits will be added to their semester schedule.

Please note: Students are unable to drop the SAC 100 course as a way to change from full-time to part-time. The SAC 100 course will automatically be reapplied to the student’s schedule unless the student’s status is moved from full-time to part-time. Please be sure to email the Registrar’s Office for assistance: registrar@wcupa.edu.
How to register and select your status

1. In myWCU, [https://my.wcupa.edu](https://my.wcupa.edu) first select the term you are registering for:

   ![Select Term Table]

2. On the top of the next page, please specify your planned enrollment status.

   ![Add Classes]

   *Please indicate whether you intend on being Full Time*

   1. Select classes to add