

Windham Higher Education Cooperative (WHEC) Registration Instructions



Instructions for the Student:

- You must be a full-time degree-seeking student at the Home Institution to be eligible to participate in the Windham Higher Education Cooperative (WHEC).
- Complete your personal information on the registration form, including information for the person who should be contacted in case of an emergency.
- Indicate the name of the Host Institution you would like to attend.
- List the class(es) you are interested in taking in order of preference. You may only be approved to take one class per fall or spring semester at a participating institution. Summer sessions are excluded. Note: Registrations will be approved on a space-available basis only.
- Attach catalog course descriptions for each course requested so your Academic Advisor can assess and approve them for transfer credit. You will not be approved for a class for which you lack pre- or co-requisites.
- Meet with your Academic Advisor to obtain approval to participate in the cross-enrollment program.
- Print a copy of the registration form; both you and your Academic Advisor must sign and date the form.
- Submit your completed form to your Home Institution Registrar. Your Registrar will forward the form to the Host Institution Registrar for final approval. Again, registrations will be approved on a space-available basis only.
- Dropping or withdrawing from a course may impact your student status and financial aid eligibility. Should you wish to drop or withdraw from an approved class, you **must** inform your Home Institution Registrar in writing. If you have any questions, check with your Registrar or Financial Aid Officer.
- The Home Institution Registrar will inform the Host Institution of any registration modifications.
- According to the policy of the Host Institution you attend, your performance may be evaluated at mid-term and reported to your Home Institution Registrar.
- Unless a class is offered on a Pass/No Pass basis only, all classes must be taken for letter grades.
- At the end of the semester, the Host Institution will issue one official transcript of your work to your Home Institution Registrar. Thereafter, you must make written requests for transcripts directly to the Host Institution. Please note that each institution may charge a nominal fee per transcript.