



## **Frequently Asked Questions Office of the Registrar**

### **How do I request an Official Academic Transcript?**

By federal law all academic information must be requested by the student via a signed request. This may be done in person, US mail, fax, and only by email if there is an attached .pdf with the signature on the form. The form is available on the William James College Registrar's Office web page under forms at the bottom of the left hand column.

### **What forms are required for New Students prior to Orientation/First Day of Classes?**

There are several forms that need to be completed by a student or acquired by a third party and the student is responsible for obtaining and delivering to William James College. The forms may be found on the Registrar's office web page under forms at the bottom of the right hand column. There are:

1. Authentication Form
2. SEVIS Form – International Students only
3. FERPA – Initial Form of Understanding
4. Immunization Form or Immunization & Vaccination Exemption Form
5. Admission's (to include any changes) Additional Information Form
6. Official Academic Transcript showing completion of a Bachelor's or Master's degree

### **How do I deliver another institution's official transcript to William James College?**

Official Transcripts must be sent to William James College Registrar's Office in a sealed envelope by US mail, or emailed directly from the sending institution, NO faxes. If emailed, the sending institution must email the Registrar's Office with a PIN to access the official electronic transcript. Un-sealed hand-carried transcripts are not considered official and will not be accepted by the Registrar's Office.

An official transcript is required to determine that the required prior bachelor's or master's degree was completed and/or if there are any courses taken at a transfer institution that will be accepted to meet degree requirements at William James College.

### **How do I register for classes?**

The semester/session course schedules are posted on the Registrar's Office web page.

Current students meet with their academic advisor, than log into SSIG to complete their registration. Seats are on a first come – first served bases, thus register as early as possible.

New students are registered for their first year classes by their academic department or the Registrar's office.



Non-matriculated (non-degree seeking) students complete a form available on the Registrar's office web page under forms and then the group of Advisement/Registration. Matriculated students have first priority over non-matric students for seats in a course.

### **How many credits from another institution may be transferred to William James College towards degree requirements?**

The number of credits that are allowable depends on the matriculated degree program. The limits are set by regional accreditation thus William James College must abide by these limits. The process begins by submitting an official transcript (from the transfer institution), along with full course syllabus for each course to be reviewed for transfer, to the Registrar's Office. Once the transcript(s) are received, an evaluation of the previous coursework involves academic department approval based on the information in the course syllabus and the transfer institution.

### **How do I start the use of my Veteran Benefits at William James College?**

Please contact Debra Boyce, Veteran Certifying Officer, [debra\\_boyce@williamjames.edu](mailto:debra_boyce@williamjames.edu) at the time of application or 4 weeks prior to the start of your first semester, to know the forms that must be submitted.

### **How do I get Attendance/Enrollment Certification for loan deferral, parents' medical insurance, or ski/snowboard season passes types of needs?**

This certification needs the signature of the student. The form is available on the Registrar's Office web page.

### **What is the Degree Evaluation/Audit?**

The degree evaluation is the tool used to determine if a student has met all degree requirements for graduation.

Students should run their degree evaluation through SSIG

1. prior to the advisement period each semester
2. after online registration each semester
3. after any drop/add registration activity
4. after the grading process has been completed for any semester or summer term
5. after the addition of any transfer credit to their academic history