Registration/Credit Policies

Registration Procedures
(Autumn, Winter, and Spring Quarters)

If you took French or Italian in high school but have no college credit, you will need to take the First-Year placement exam before you will be able to register for classes. For information on how and when to take a placement exam please contact the Office of Educational Assessment Testing Center located at 440 Schmitz Hall (206) 543-1170.

Below you will find information on the following topics:

- Registration for French/Italian 101
- What to do if French/Italian 101 sections are closed (alternatives).
- Registration for students with GSP status
- Definition of GSP/how to obtain this status
- Registration for students currently in a French/Italian sequence.
- Registration for students not currently in a French/Italian sequence
- How to get on a waiting list.
- How to follow-up once you're placed on a waiting list.
- Credit policy for 100-level courses.
- Access Student/Auditor Policy

French/Italian 101:

- If you have never taken French/Italian in high school or anywhere else you are eligible to register for 101.
- Register on your Period I registration date and ensure you attend the first two days of class to maintain registration.
- Registration is on a space-available basis only. The number of students that will be able to register for a course is determined by the course limit, NOT by the classroom capacity. If a course is full check to see if there is another section of the same course at a different time.

If you aren't able to get into French/Italian 101,

- If a section you want to take is full you may go to the first two days of class and speak with instructor. If another student drops the section and the instructor gives you an add code you may then register for the section. You MUST attend the first two days of class to be eligible.
- Consider taking French or Italian if available during summer quarter. Summer registration is on a first-come, first-served basis and is available to non-matriculated students. FRENCH 101 is usually offered in A term and FRENCH 102 is usually offered in B term.

Graduating Senior Priority

- Graduating Senior Priority (GSP) gives seniors who have applied to graduate in their next two quarters the top registration priority
for elementary and intermediate language courses. To apply for this status, please contact an adviser in your home department. If you currently have GSP status, please e-mail the adviser at sabri@uw.edu with your student ID number, and the SLNs of *open* sections that work with your schedule. In order to take advantage of your GSP status, you will need to register online or contact the adviser prior to classes filling up.

Registration for students who are currently in the sequence

- If you are already "in sequence" (currently taking a language course), you have priority and can register for the next course level on your Period I registration date. (i.e. If you are currently taking FRENCH 101 you can register in Period I for FRENCH 102.)

Registration for students who are not currently in the sequence

If you are not currently taking a French language class at UW, then you are eligible to register at the start of registration Period II as long as space is available:

- If you have taken French in high school or somewhere else but don't have college credit or extension credit from the AP or IB exam, you must demonstrate proof of eligibility for the class you wish to take. This can be achieved by taking the First Year French Undergraduate Placement Test. The First Year French Placement exam can only be taken on campus in Schmitz Hall at the Office of Testing Center. The test is one hour long and all multiple choice. You will get your score and placement immediately after the test. The day after the test you will be eligible to register for the course you placed into. Students with acceptable transfer credit, credit from the AP French Language exam, or Higher Level IB credit should be able to register for the appropriate course when eligible.

Waiting List information

If no spaces are available when you become eligible to register, please continue to check availability online throughout Period II, as students may drop. If you're still unable to enroll, you may want to:

- ATTEND THE SECTION FOR THE FIRST TWO DAYS OF THE QUARTER. Speak with the instructor about registering for the class.
- If an ENROLLED student drops the course you are sitting in on during the first two days of the quarter, the instructor will determine who will be given an add code to register. If you are unable to enroll please contact the main office at frenital@uw.edu during the first two weeks of the quarter to have your name placed on a waiting list for the following quarter.

It is important to note that students are added to sections on a space-available basis only. No overloads.

- If you have your name placed on the advising waiting list for the following quarter, you must then follow up with an e-mail to the main office at frenital@uw.edu during registration for that quarter, prior to courses filling up in order to receive assistance.

Credit policy for 100-level French and Italian courses

- Students are not eligible to receive more than 15 credits for any combination of 101, 102, 103, and 134 (for both French and Italian).

Access Student/Auditor Policy

- Access Students may register for certain French & Italian courses under the ACCESS Program, which allows Washington state residents over the age of 60 to register for some courses on a space available basis. UW policy states that auditors may not participate in class discussions, homework, or other assignments.
- Access students may not register for language courses taught by graduate student instructors (Academic Student Employees) or Part-Time Lecturers. Access students should attend class on the first day, speak with the instructor, and get permission to audit the course from the instructor. Instructors will give out add codes for the registration form in class only.
- Please read the Access Student Guidelines and Policy for more information.

Department of French & Italian Studies