



Charting Your Path

at Cambridge College

Academic Advising

Students arrive at Cambridge College with an idea of what they want to accomplish. Some will know how to assimilate into the college experience without much need for help. Others will need to consult, ask questions, make sure they are on the right path, and learn to read the signs of success. No matter which type of student you are, we think that when students discuss plans and get advising along the way, there is a greater likelihood for success.

Cambridge College builds the presence of an academic advisor into each of its programs. For the undergraduate student this is the **Undergraduate Academic Advising Office**. For the graduate or CAGS student this is the **Professional Seminar Leader**. These faculty are skillful advisors and can provide information: arranging appropriate course schedules, editing papers, building professional networks. There are systems to get used to, course loads to manage, forms to know about and deadlines to keep. Faculty advisors can help, so can program coordinators, deans and office administrators: the College supports students with the right people providing useful questions and answers.

Online Registration	Troubleshooting problems with online registration starts with the Registrar's Office.
MyCC	The portal provides a wealth of resources and needs a PIN for access. Contact the Registrar's Office if you forget your PIN or need to replace it.
Course Advising	Faculty advisors can provide insight into how to best accomplish your plans.
Ordering Books	Courses in MyCC include syllabi, the list of assigned books and their ISBN; order from your favorite vendor.
MTEL and Certification Tests	See your program/academic coordinator.
Program/Academic Coordinators	See the directory.
Add/Drop Deadline	See Student Handbook and the academic calendar in front of catalog.
Missing a Class	See Academic Policies and Procedures (below) and speak with your faculty instructor.
Internship/Practicum	Students need to discuss their intentions to take the internship/practicum with their program coordinators.
Writing the Final Project	Faculty advisors coach and support the writing of your final program project. Writing tutors are also available by appointment.
Concerns and Issues	Start with the instructor. Please refer to program/academic coordinators or the Dean for other problems not resolved with the instructor.

Course Registration

Registrar's Office • 617-873-0101 • registrar@cambridgecollege.edu • www.cambridgecollege.edu/registrars

Course Load	Maximum registration limit*	Minimum eligible for financial aid
Undergraduate	15 credits/term	6 credits/term
Graduate	12 credits/term (NITE summer is 15 credits)	4 credits/term

* The online web registration system limits course registration to the maximum number of credits above, as recommended by the faculty. Exceptions require prior written approval from academic advisor and dean, and are rare.

Steps to Registering

- Complete your admissions file.
- Pay or clear all tuition charges with the Student Accounts Office.
- Register online.

Class rosters — See <https://mycc.cambridgecollege.edu/ics/Resources>

Registration is first come first served. There is no wait-listing. Courses or sections may be canceled due to under-enrollment or closed because of class size limits.

Students who find their anticipated courses are closed or cancelled should contact the Financial Aid Office immediately to find out whether their eligibility for financial aid is affected.

Student Accounts Clearance

In order to register for each term, you must receive clearance from Student Accounts. If satisfactory arrangements for tuition payment are not made, a *business hold* will be applied to your account (see below).

Web Registration

Course registration is done online through the Cambridge College website, www.cambridgecollege.edu. At the home page, click on MyCC Web Portal. This system allows enrolled students to register for courses, add and drop courses, and access academic, student account, and personal information.

For assistance, please call the Registrar's Office.

In order to register online, the College requires that you be informed and agree to specific policies governing student accounts. When you first connect to the portal, the student account agreement page will appear. When you click on "I agree," you are providing an official signature to your registration transactions.

Your Cambridge College ID number and PIN are required to register online. The Admissions Office provides your number, which is mailed to you. If you forget your PIN or do not receive one, call the Registrar's Office. To protect you and your records, the College does not e-mail PINs.

The public components of the portal are also open to guest viewers. On the MyCC portal homepage, scroll down to the bottom and click on Course Search to view current courses.

NITE — Adjust Your Summer Course Registration

When you arrive for the Summer Session, your seminar leader will provide academic advising. You can adjust your course registration, if needed, at the on-site Registrar's Office or online during the Add/Drop period.

Student Holds

See <https://mycc.cambridgecollege.edu/ics/Resources>

Continuing Student Registration

Online registration for the upcoming term begins in the preceding term. You may register at any time, once registration is open, until the Add/Drop deadline. (See dates on the current Academic Calendar).

Contact your academic advisor to plan your next term's courses. Then get Student Accounts clearance and register online.

Non-Degree Student Course Registration

Students are welcome to take up to three individual courses at Cambridge College for credit, without enrolling in a degree or certificate program. All course prerequisites must be met. See Admission for admission requirements and other information for students taking individual courses.

A **paper registration form** must be completed, which is available from the Registrar's Office or on the website.

The College reserves the right to restrict access by special students to particular courses, depending on the nature of the course. Enrollment is based on open seats in each course.

Repeat Courses

See MyCC <https://mycc.cambridgecollege.edu/ics/Resources>

Courses Outside Academic Program

See MyCC <https://mycc.cambridgecollege.edu/ics/Resources>

Auditing Courses

Courses may be audited by non-matriculating or matriculating students. Courses which are audited do not count towards degree requirements and cannot be converted to credit at a later date.

Individuals wishing to audit a course must contact the Registrar to verify that the course is available for auditing. Practicum and Internship courses may not be audited. Once registered, the individual should consult with the course instructor at the first class to discuss expectations for class participation.

No financial aid is available for auditing courses. Please note that financial obligations will be incurred for an audited course unless the course is dropped before the add/drop deadline.