

SCHEDULE & COURSE LOAD

RIT Croatia students (except entering first-year students) choose their classes based on a Master Schedule produced by Academic Affairs. Only for the first semester will students be provided with a printed version of their schedules. For subsequent semesters, students will be required to register for their classes using the Student Information System (SIS) on RIT's website.

Students will be taught how to use SIS during the RIT 365 class in their first term of study. Students will be informed through their RIT Croatia e-mail about the electronic registration process and dates. Please note that students need their RIT DCE account information (username, password) in order to access SIS and to take electronic exams.

The actual **date of registration is determined by a student's year level** - 4th year goes first, followed by 3rd year, followed by 2nd year and then by 1st.

Determining Your Year Level

Year level is determined by the number of credit hours a degree-seeking undergraduate student has earned. Students can refer to the charts below to determine their year level. (This does not include current course work still in progress.)

Year Level	Earned Credits
1	0-26
2	27-55
3	56-84
4	85 & above

RIT Croatia considers a full **course load** between 12 to 17 credits per semester. Each course has a credit-hour value based on the number of hours per week in class or lab, and the amount of outside work expected of each student. RIT Croatia generally offers three and four credit courses (three or four hours of lectures per week). Students can take more than 17 credits if they receive approval from their Academic Advisor. The Academic Advisor will take into consideration the student's academic track record including failed and withdrawn courses, as well as GPA which should be a 3.0 or higher. In special cases, the Academic Advisor may waive the GPA requirement at his or her discretion. A per-credit-hour tuition rate is charged for credit hours above 17.

Out of Class Work or Homework

The requirement to have RIT and therefore, RIT Croatia courses accredited is that a course be designed so that an average student spends **two hours on homework for each hour in class**.

Add/Drop and Withdrawal from a Course

If students have a conflict on their schedules or wish to switch classes, they may do so in the **Add/Drop period** using the **on-line drop/add course function in SIS**. The Add/Drop period is the first seven calendar days (excluding Sundays and holidays) of each semester, beginning on the first day of classes. During this seven-day period, students can modify their schedules by either dropping or adding courses without any additional tuition charges as long as they do not exceed 17 credit hours.

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Adding a course is at the discretion of the instructor whose class a student wants to join. Very often, instructors will not add students because their classes are already full. Students should first check if they can add the section or courses they want before dropping a section or course they are already registered for.

When a student drops a class during the Add/Drop period, there is no record kept that will show up on a student's official transcript. **Not attending a class does not constitute an official drop. Students must drop the class using the on-line drop course function in SIS.**

If students wish to remove themselves from a course after the Add/Drop period (the first seven calendar or six workdays excluding Sundays and holidays) has passed and through the Friday of the 11th week of the semester, they must drop the course with a penalty on SIS. Once a student drops a course with penalty, a "W" grade will be immediately applied to his or her official transcripts. Students will be sent a confirmation e-mail; in addition, the instructor, faculty advisor and the department contact will be notified by e-mail. Students must officially drop or drop with penalty a course (even if you will not receive a tuition refund) to avoid receiving an "F" grade. A grade "F" received because a student did not withdraw from class on time cannot be changed.

Dropping a course is wise in some situations, but students need to realize that by doing so they may extend the time it takes for them to complete their coursework and graduate from RIT Croatia. It can also result in increasing a student's total cost of studying at RIT Croatia. A student's Academic Advisor as well as his or her faculty advisor (described in the section labeled Advising System) are the best people to seek for assistance in making that decision.

Leave of Absence or Institute Withdrawal

If students decide to leave or withdraw from RIT Croatia temporarily or permanently, they must contact the Academic Advisor in Dubrovnik or Zagreb. This person will give students the appropriate forms to fill out and process their requests.

Students can take a leave of absence for a maximum of three terms (fall, spring and summer). Students who take a leave of absence longer than this period will need to be re-admitted and adhere to new program requirements.

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