



**Welcome to Wentworth Institute of Technology!**  
**Please take a moment to read this important information for COF students.**

**Important Dates to Remember for Spring 2022**

Item	Day	Date
University Opens	Monday	3-Jan-2022
Faculty Days	Thursday-Friday	6-Jan-2022 & 7-Jan-2022
Classes Begin for 15-week & 1 <sup>st</sup> 7-week classes	Monday	10-Jan-2022
MLK Holiday - No Classes	Monday	17-Jan-2022
Last Day of Drop/Add for 15-week classes & 1 <sup>st</sup> 7-week class	Tuesday	18-Jan-2022
Spring 2022 Final Exam Schedule Available to Students	Monday	7-Feb-2022
Summer 2022 Course Schedule Available to Students	Tuesday	8-Feb-2022
Incomplete Grades 'IC' Convert to 'F'	Tuesday	15-Feb-2022
Midterm Grades Due from Faculty - 3 pm (15-week classes only)	Tuesday	15-Feb-2022
Midterm Grades Available on LeopardWeb - 9am (15-week classes only)	Wednesday	16-Feb-2022
Census	Friday	18-Feb-2022
Presidents Day Holiday - No Classes	Monday	21-Feb-2022
Registration for Summer 2022 begins	Wednesday	23-Feb-2022
Last Day of Classes for 1 <sup>st</sup> 7-week class	Monday	28-Feb-2022
Fall 2022 Course Schedule Available to Students	Tuesday	1-Mar-2022
First Day of Classes 2 <sup>nd</sup> 7-week classes	Tuesday	8-Mar-2022
Spring Break	Saturday - Friday	5-Mar-2022 to 11-Mar-2022
Final Grades due from Faculty 1 <sup>st</sup> 7-week classes - 12 pm	Wednesday	9-Mar-2022
Final Grades Post to Students on LeopardWeb 1 <sup>st</sup> 7-week classes - 9 am	Friday	11-Mar-2022
Last Day of Drop/Add for 2 <sup>nd</sup> 7-week class	Tuesday	15-Mar-2022
Registration for Fall 2022 begins	Tuesday	22-Mar-2022
Last Day to Withdraw from Class with 'W' Grade	Tuesday	5-Apr-2022
Patriots Day – No Classes	Monday	18-Apr-2022
Last Day of Classes for Full-time Programs 15-week classes es	Tuesday	19-Apr-2022
Study Day	Wednesday	20-Apr-2022
Final Exam Period	Thursday-Friday & Monday-Tuesday	21-Apr-2022 to 22-Apr-2022 & 25-Apr-2022 to 26-Apr-2022
Last Day of Classes for Part-time Programs 15-week classes and 2 <sup>nd</sup> 7-week classes	Tuesday	26-Apr-2022
Commencement	Saturday	30-Apr-2022
Final Grades due from Faculty - 12pm	Monday	2-May-2022
Final Grades post to LeopardWeb - 9am	Wednesday	4-May-2022
Spring 2021 Academic Standing Notification to Students	Friday	6-May-2022
Academic Calendar		

**\*Please note that cross-registered students may get permission from their home institutions' residence life office for early arrival/late departures if there is a conflict between the two institutions' schedules.**

**Add/Drop Period**

COF students wishing to add or drop a course must adhere to Wentworth's deadlines. The add-drop process for a cross-registered course involves both the host and home institution. The student must inform the Registrar's office when

dropping a course during the add/drop period. The Registrar Office will process the drop and contact the home Institution. **The process is not complete until both steps are taken.**

### **Are you planning to graduate this semester?**

Please note the due date of Wentworth's final grades. If your home institution has a different due date for final grades, please speak with your Wentworth instructor as soon as classes start to ask if they will be able to submit your final grade by that date. This is imperative, as it could interfere with your degree completion if this is not clarified ahead of time with your Wentworth instructor.

### **For First Time Users**

Please follow the instructions on the email you received with your Wentworth Student ID Number from WIT Registrar's Office. This includes instructions on how to log into LeopardWeb for the first time.

### **How to Access the Wentworth Institute of Technology Portal – "LeopardWeb"**

- Go to: <https://my.wit.edu>
- Enter your myWentworth username and password and click "**Login.**" Now you're in!

**Access Course Information via Brightspace:** You can access Brightspace within the LeopardWeb portal by going to Academic Resources and clicking on the direct link to My Courses.



### **Wentworth Institute of Technology Email via myWentworth:**

You can access your Wentworth email account via the Portal. Check your email often since email is the primary mode of communication for all students, staff, and faculty at Wentworth.

How to access your email after you are in myWentworth:

- On the top, right-hand side of the page, click on the envelope labeled "**email.**"
- Enter your email username and password.
- Go to "**Options**" on the bottom left side of your email inbox.
- Scroll down to the bottom to "**Password**" and click on "**Change Password.**"
- Change your password, and be sure to keep your new password in a safe place.

**Wentworth Institute of Technology | Office of the Registrar**

Telephone: 617-989-4950 | [registrar@wit.edu](mailto:registrar@wit.edu)

<https://wit.edu/learning/registrar>