

# REGISTRATION

Students register during assigned registration periods prior to the start of each term. Registration dates are listed online on the Office of the Registrar website and in *Gateway*. All degree and certificate program students, with the exception of MSW and DSW students and students enrolled in a program with automatic registration, register online in *Gateway*. MSW and DSW students register with the University of St. Thomas. Non-degree students must complete a paper registration form.

Students **may not** attend a class unless they are officially registered for the class. The course will appear on the student's schedule in *Gateway* as soon as official registration is complete.

Students must adhere to all prerequisite and corequisite requirements unless the requirement has been waived by the department chair or program director. Students request waivers (overrides) to requisites by submitting the Request an Override to Add a Course form, found from the Office of the Registrar forms page (<https://www.stkate.edu/academics/academic-resources/registrar/forms>). Definitions:

- Prerequisite: must be taken prior to the course
- Prerequisite with concurrency: may be taken prior to OR at the same time as the accompanying course
- Corequisite: must be taken the same term as the accompanying course
- Recommended: not required, but may better prepare the student for the course

Prerequisites, corequisites and other registration restrictions are listed at the end of every course description in this catalog and appear in the online schedule.

Students are cautioned to attend the first class session of each course for which they register, as instructors are free to reassign spaces to students who are present or drop students for non-attendance.

## Adding or Dropping Courses

The academic calendars (<https://www2.stkate.edu/registrar/academic-cal-landing>) contain the deadlines for adding, dropping and withdrawing from courses. Students may add and drop courses online until published deadlines. After online registration closes, changes to registration are made with the Office the Registrar. Note: This policy does not apply to complete withdrawals (i.e., dropping or withdrawing from every course in a given semester). Students who are withdrawing from all of their courses must contact the academic program office to request a withdrawal or leave of absence. See Withdrawal / Leave of Absence ([catalog.stkate.edu/graduate/withdrawal-leave-of-absence](http://catalog.stkate.edu/graduate/withdrawal-leave-of-absence)) in this catalog for more information.

Courses may be dropped for a period of time without notation (W) on the transcript. Courses dropped after this date and before the last day to withdraw, result in a W (Withdrawal) notation on the transcript. Courses dropped after the last day to withdraw automatically receive a grade of F. Students are encouraged to contact their academic advisor and financial aid counselor before dropping or withdrawing from a course to discuss the impact on program progression and financial aid.

Students are financially responsible for every course for which they register; the amount of tuition refunded for a dropped/withdrawn course is established by deadlines found online in the Summary of Financial Procedures found on the Student Accounts website (<https://>

[www.stkate.edu/academics/academic-resources/student-accounts](https://www.stkate.edu/academics/academic-resources/student-accounts)). Students are expected to read this publication and adhere to published deadlines.

## Registering for Elective Credits

Each academic program within the Graduate College is committed to promoting transdisciplinary awareness and education. In some programs, interprofessional education (IPE) is expected. As a result, each degree-seeking student within the Graduate College has the option of completing one or more graduate elective credits, not to exceed six credits, in a related discipline or field or IPE course as they matriculate through their major program of study. These graduate credits are to be completed within the normal time period associated with completing the student's academic degree program. Students in good academic standing may be eligible. Permission from the student's "home" program or department, as well as the department in which the course is offered, must be obtained prior to enrolling for these transdisciplinary or IPE credits.

NOTE: Tuition is assessed by the program, not by the course. Students enrolled in a graduate program who elect to take courses outside of their program of study (in accordance with the Registering for Elective Credits policy) pay their program rate for the elective credits.

## Enrollment Limits and Minimum Class Size

The University reserves the right to limit the enrollment in any course and to cancel any course for which fewer than 20 students register.