REGISTRATION

Approved by: Office of the Registrar

History: N/A

Related Policies: Withdrawal or Leave of Absence (http://catalog.stkate.edu/policies/stu-acad/grad/wd-loa/) | Complaints, Petitions and Grievances (http://catalog.stkate.edu/policies/stu-acad/grad/comp-pet-griev/)

Related Forms, Procedures and References: Academic Calendars (https://www.stkate.edu/registrar/academic-calendars/) | Student Registration Schedules (https://www.stkate.edu/registrar/registration-schedules/) | Request for Override to Add a Course (https://www.stkate.edu/academics/academic-resources/registrar/forms/) (located on the Office of the Registrar forms page) | (https://www2.stkate.edu/registrar/reg-schedules/) Tuition Refund Schedules (https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules/)

For Questions Contact: Office of the Registrar | 651.690.6531

Students register during assigned registration periods prior to the start of each term. Registration Schedules (https://www.stkate.edu/registrar/registration-schedules/) are listed online on the Office of the Registrar website. All degree and certificate program students register online. 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 online schedule 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.

Enrollment Limits and Minimum Class Size

The University reserves the right to limit the enrollment in any course and to cancel any undergraduate course for which fewer than 15 students register or a graduate course for which fewer than 10 students register.