ASSOCIATED COLLEGES OF THE TWIN CITIES (ACTC)

Approved by: Office of the Registrar | Office of Academic Advising

Related Policies: Withdrawal or Leave of Absence (http://catalog.stkate.edu/policies/stu-acad/undg/wd-loa/) | Complaints, Petitions and Grievances (http://catalog.stkate.edu/policies/stu-acad/undg/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/) | Tuition Refund Schedules (https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules/)

For Questions Contact: Office of the Registrar, St. Paul | 651.690.6531

As part of the Associate Colleges of the Twin Cities (ACTC), St. Catherine University offers its full-time students in the College for Women the opportunity to take courses at Augsburg University, Hamline University, Macalester College, and the University of St. Thomas.

St. Catherine University College for Women students may cross-register through the ACTC in accordance with the following guidelines:

- ACTC cross-registration is only accepted during Fall and Spring terms
- Semester registration must total at least 12 credits, including any ACTC course credits
    - For example, if a student wants to take one 4-credit ACTC course, they must be enrolled in at least 8 credits at St. Kate's that same term
- Students may take only one ACTC course per semester. Exceptions are made for students with an ACTC major or minor program of study (https://stkate.app.box.com/s/8b7mjz35qjyh60hhsj6ef2jhjqzr9n42/) on file.
- Students may not register for an ACTC course that is offered on their home campus
- Students hoping to satisfy a St. Kate's major or minor requirement with an ACTC course must obtain written approval from their home campus department chair
- Students are encouraged to submit the ACTC C (https://stkate.app.box.com/s/fot4f896ia4swa4kgje0pix2m3f9zf1n/)ross-Registration form (https://stkate.app.box.com/s/fot4f896ia4swa4kgje0pix2m3f9zf1n/) during priority registration. Requests may be submitted after priority registration but options may be limited due to seat availability
    - Students requesting registration at Macalester College after priority registration must also have course instructor approval

Additional information and policies regarding ACTC may be found on the St. Kate's ACTC webpage (https://www.stkate.edu/academics/registrar/actc/).

Declaring an ACTC Major or Minor

To see a list of available ACTC majors and minors, please navigate to the tabs at the top of this page.

We encourage students to take an entry-level course in the discipline at the ACTC school before declaring a major/minor. This can help determine if the school and/or discipline are a good fit. Academic rigor for ACTC programs will vary.

To declare an ACTC major or minor, students must first find the program requirements in the applicable ACTC Catalog:

- University of St. Thomas (https://www.stthomas.edu/catalog/current/)
    - Select major or department on right-hand side
- Macalester College (https://catalog.macalester.edu/)
    - Select The Curriculum on left-hand side
- Hamline University (http://bulletin.hamline.edu/?catoid=38)
    - Select All Programs of Study on left-hand side
- Augsburg University (https://www.augsburg.edu/catalog/)
    - Select Undergraduate Catalog on left-hand side
    - Opens as a Google Doc

Once the catalog requirements have been identified, students must meet with their Academic Advisor at St. Kate's to create a plan based off the catalog requirements. Advisors work with students to complete the Program of Study form (https://stkate.app.box.com/s/8b7mjz35qjyh60hhsj6ef2jhjqzr9n42/). This typically includes both ACTC and St. Kate's coursework.

Students then meet with a member of the department at the ACTC school. We recommend this individual be the department chair, director, or leader.

Once the Program of Study form (https://stkate.app.box.com/s/8b7mjz35qjyh60hhsj6ef2jhjqzr9n42/) is filled out in full, students may submit it along with the Change of Major/Minor form (https://stkate.service-now.com/sp/?id=sc_cat_item&sys_id=6aa03a5a47a8f11068e1ff6f746d4350) in ServiceNow.

If the program of study changes in any way, students must notify the Registrar's Office as soon as possible. Depending on the nature of the change(s), students may be asked to submit an updated Program of Study form.