

# REGISTRATION

Students register online for classes during assigned registration periods prior to the beginning of each term. The course will appear on the student's online schedule as soon as official registration is complete. Students **should not** attend a class unless they are officially registered for the class.

All students, with the exception of seniors and RN-BSN students, are required to meet with their advisor prior to registering for classes. All other students are strongly encouraged to consult their academic advisor for assistance in planning their registration (see Academic Advising (<http://catalog.stkate.edu/archive/2019-2020/undergraduate/academic-support-services/academic-advising/>) section of this catalog).

Students are limited to a maximum number of registered credits each term based on their program of study. In some academic circumstances, students have reduced credit maximums.

## Maximum Registered Credits

All students are limited to 12 credits in summer session. The limits for fall and spring semester are listed by program below:

- College for Women: 18
- College for Adults: 16

A student who wants exceed the above credit limits in a given term should discuss her/his plans with his/her academic advisor. If the academic advisor supports the plan, the student then submits the Take Excess Credits form, found on the Office of the Registrar website. (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) Approval of the request results in the student's credit limit being raised to the agreed upon number for that term.

## Requisites

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 on 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.

## Adding or Dropping Courses

The academic calendars (<https://www.stkate.edu/registrar/academic-calendars/>) 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.

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/>). Students are expected to read this publication and adhere to published deadlines.

**NOTE:** Bachelor's degree-seeking students are allowed only **six** institutional withdrawals throughout their undergraduate career.

## 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.

## Registration at Other Colleges and Universities - Transferring Courses to St. Catherine University

Students working toward a degree at St. Catherine University who plan to register for courses at other colleges and universities are advised to consult TES (Transfer Evaluation System) (<https://www.stkate.edu/admissions/transfer-admissions/self-service-transfer-tools/>) to determine how the course will be evaluated for transfer. Students who plan to register for a course not listed in TES are advised to receive prior approval from the Office of the Registrar in order to transfer the coursework to their St. Kate's academic program. The Request for Transfer Course Pre-approval form is available online from the Office of the Registrar Forms (<https://www.stkate.edu/registrar/forms/>) page.

Students must submit a current official transcript to the Office of the Registrar at St. Catherine University from every college or university attended (whether or not credits were earned). Courses eligible for transfer will be added to the St. Catherine University transcript upon receipt of the official transcript.

Students are advised to read the University's residency requirements before considering whether to register for a course at another institution. Residency requirements for the degree (associate (<http://catalog.stkate.edu/archive/2019-2020/undergraduate/progress-toward-degree-graduation/graduation-requirements/>) or bachelor's (<http://catalog.stkate.edu/archive/2019-2020/undergraduate/progress-toward-degree-graduation/graduation-requirements/#baccalaureatedegreeextent>)), as well as for the major (<http://catalog.stkate.edu/archive/2019-2020/undergraduate/progress-toward-degree-graduation/baccalaureate-major-requirements/>) and minor (<http://catalog.stkate.edu/archive/2019-2020/undergraduate/progress-toward-degree-graduation/minor-requirements/>) (if applicable) must be adhered to by all students; exceptions are not made.