

\* Return form to AQU 106

## St. Catherine (*only*) – ACTC Registration Form

**Term**
 **Fall**
 **Spring**

*Note: Summer-(St.Kates: SOWK courses - use UST Change in REGISTRATION FORM-not ACTC)*

Name:	Last	First	MI	Phone #	Birthdate mm/dd/yyyy
UST ID #	Social Security #	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Major	Minor

Note: You will **not** be able to add or drop ACTC classes on the web. All ACTC adds or drops **must** be done on this form.

<http://www.stthomas.edu/registrar/student/actc/adddrop/default.html>

### \*\*ADD a Class\*\*

**Required Course Information:**

Course Title ( <i>example: Environmental Biology - Lecture</i> )	CRN # ( <i>ex. 10146</i> )	Dept ( <i>ex. BIOL</i> )	# ( <i>ex. 1110</i> )	Section ( <i>ex. D01</i> )	Credits ( <i>ex. 4</i> )
Course Title ( <i>example: Environmental Biology - Lab</i> )	CRN # ( <i>ex. 10148</i> )	Dept ( <i>ex. BIOL</i> )	# ( <i>ex. 1110</i> )	Section ( <i>ex. D50</i> )	Credits ( <i>ex. 0</i> )
Course: Day(s) _____ Time _____ to _____ If Lab: Day _____ Time _____ to _____					
Prerequisite(s) for Course:			Instructor Name (please PRINT)		
<b>IN REQUESTING TO CROSS-REGISTER,</b> I understand that: 1) I must complete all work, including any assignments missed because of calendar differences between institutions, and 2) I have completed all prerequisites for this course.		Instructor's signature (After April or November two-week pre-registration) _____  Department Chair's signature (If course is for major or minor) _____  Assoc VP-UG Studies AQU110F (Needed for special approvals: If taking more than one ACTC course per term and you are not an ACTC major/minor this signature is required) _____			
Student Signature _____ Date _____					



### \*\*DROP a Class\*\*

**Required Course Information:**

Course Title	CRN # (5-digit)	Dept	#	Section
Course Title	CRN# (5-digit)	Dept	#	Section
Student Signature: _____ Date: _____				

# ASSOCIATED COLLEGES of the TWIN CITIES (ACTC) <http://www.stthomas.edu/actc/>

## **St. Catherine**

<http://minerva.stkate.edu/courseschedules.nsf>

Switchboard 651-690-6000  
Registrar's Office 651-690-6531

## **St. Thomas**

<http://www.stthomas.edu/classes>

Registrar's Office 651-962-6700

**Note: To register for “spring” classes at St Kate’s you must select “winter term” from their course catalog. (Ex: Spring term at UST = “Winter” term at St Kate’s)**

## ACTC Cross-Registration Policies and Procedures

### 1) General ACTC Registration Policies

- ACTC cross-registration occurs during the fall and spring terms for St. Catherine University, Augsburg College, Hamline University, Macalester College and the University of St. Thomas (UST).
- J-Term ACTC cross-registration is only available between Hamline University and UST.
- **Summer Term registration for SOWK course work at the St. Catherine University is done using a regular UST Registration form, not this ACTC cross-registration form** (*see link below*)  
<http://www.stthomas.edu/registrar/student/forms/files/adddropust.pdf>
- There is no ACTC cross-registration during summer sessions.
- Students are billed by UST for ACTC courses.
- The only record of an ACTC course is at UST and the ACTC course will only appear on the UST transcript.
- ACTC courses are counted in your UST GPA.
- Only full-time, undergraduate day, degree-seeking program students are eligible to take ACTC courses. The ACTC course can count towards full-time enrollment.
- To take more than one ACTC course per term, special permission is required from the UST Associate Vice President of Undergraduate Studies, Aquinas 110-F.
- If the course is to count toward your major or minor, special permission is required from the UST Academic Department Chair.
- Some ACTC courses are automatically transferred in as pre-approved courses. If this course is to fulfill a core requirement, the Transfer Credit Pre-Approval form must be completed (Registrar's Office - Aquinas 106)
- Independent study is not allowed through ACTC unless it is required by your major/minor and you have special approval from the UST Associate Vice President of Undergraduate Studies, Aquinas 110-F.

### 2) Adding a Class -ACTC courses can **not** be added via Murphy Online. Students must complete the ADD portion of the ACTC Registration form.

- ACTC Registration occurs during the two week Early Registration periods in November and April and follows the time ticket schedule.
- After the two week Early Registration period is over, ACTC courses can only be added once the term begins and will require the instructor's signature.

### 3) Dropping a Class -ACTC courses can **not** be dropped via Murphy Online. Students must complete the DROP portion of the ACTC Registration form and return it to the UST Registrar's office.

- Tuition refunds for dropped courses follow the UST tuition refund schedule as published in the UST Academic Catalog.
- Drops will be posted according to the date the form is received by the Registrar's office.